

Subpart B — Certification Requirements**174.51 Personnel requirements**

(a) Each applicant for the grant of a meteorological service certificate shall engage, employ or contract:

- (1) A senior person identified as the Chief Executive who has the authority within the applicant's organisation to ensure that each meteorological service listed in their exposition can be financed and carried out to meet the operational requirements, and in accordance with the requirements prescribed by this Part;
- (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 Part. Such nominated person or persons shall be ultimately responsible to the Chief Executive;
- (3) Sufficient personnel to plan, operate, supervise, inspect, and certify the meteorological offices and facilities and provide the meteorological services listed in the applicant's exposition.

(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 exposition 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.

Subpart B — Certification Requirements**174.51 Personnel requirements**

(a) An applicant for the grant of a meteorological service certificate must 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 its exposition can be financed and carried out to meet the operational requirements, and the requirements and standards prescribed by this Part; and
- (2) a senior person or persons ultimately responsible to the chief executive who are responsible for—
 - (i) ensuring that the organisation complies with its exposition; and
 - (ii) the system for safety management required under rule 174.77; and
- (3) sufficient personnel to plan, operate, supervise, inspect, and certify the meteorological offices and facilities and provide the meteorological services listed in the applicant's exposition.

(aa) The senior person required by paragraph (a)(2)(ii) must be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.

(b) The applicant must—

- (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 exposition 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.

174.75 Records

(a) Each applicant for the grant of a 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 their exposition.

(b) The procedures shall ensure that—

- (1) there is a record of the input meteorological information obtained under the procedures required by 174.57; and
- (2) there is a record of all output meteorological information identified under 174.59; 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 Director; and
- (4) there is a record for each meteorological office and facility listed in the applicant's exposition, 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 174.65. 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 174.73. 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 174.77. 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

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(b) The procedures must ensure that—

- (1) there is a record of the input meteorological information obtained under the procedures required by rule 174.57; and
- (2) there is a record of all output meteorological information identified under rule 174.59; 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 Director; and
- (4) there is a record for each meteorological office and facility listed in the applicant's exposition, 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 rule 174.65. The record must 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 rule 174.73. The record must detail the nature of the erroneous meteorological information or malfunction and the findings of the investigation and the follow-up corrective actions; and
- (7) [revoked]
- (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 must 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 Director, in order to establish a history of the performance of the meteorological services.

174.77 Quality assurance

(a) Each applicant for the grant of a meteorological service certificate shall establish internal quality assurance procedures to ensure compliance with, and the adequacy of, the procedures and systems required by this Part.

(b) The senior person who has the responsibility for internal quality assurance shall have direct access to the Chief Executive on matters affecting the adequacy, accuracy and timeliness of meteorological information.

174.79 Organisation exposition

(a) An applicant for the grant of a meteorological service certificate shall provide the Director with an exposition which shall contain—

- (1) a statement signed by the Chief Executive on behalf of the applicant's organisation confirming that the exposition and any included manuals—
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) will be complied with at all times; and
- (2) the titles and names of the senior person or persons required by 174.51(a)(1) and (2); and
- (3) the duties and responsibilities of the senior person or persons specified in paragraph (a)(2) including matters for which they deal directly with the Director

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 Director, in order to establish a history of the performance of the meteorological services.

174.77 Safety management

An applicant for the grant of a meteorological service certificate must establish, implement, and maintain a system for safety management in accordance with rule 100.3.

174.79 Meteorological service organisation exposition

(a) An applicant for the grant of a meteorological service certificate must provide the Director with an exposition that contains—

- (1) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the exposition and any included manuals—
 - (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
 - (ii) are to be complied with at all times; and
- (1A) in relation to the system for safety management required by rule 174.77,—
 - (i) all of the documentation required by rule 100.3(b); and
 - (ii) for an applicant that is not applying for a renewal of a meteorological service certificate, an implementation plan that describes how the system for safety management will be implemented; and
- (2) the titles and names of the senior person or persons required by rules 174.51(a)(1) and (2); and
- (3) the duties and responsibilities of the senior person or persons required by rules 174.51(a)(1) and (2) including—

- or the Authority on behalf of the organisation; and
- (4) an organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and
- (5) a summary of the applicant's staffing structure at each meteorological office listed under paragraph (a)(7)(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 174.59(a)(1) and the standards and formats for that information determined under 174.59(a)(2); and
- (9) details of the applicant's procedures and systems required by—
- (i) 174.51(b) regarding competence of personnel; and
 - (ii) 174.53 regarding site requirements; and
 - (iii) 174.55 regarding communication requirements; and
 - (iv) 174.57 regarding meteorological service input requirements; and
 - (v) 174.59 regarding meteorological service output requirements; and
- (i) matters for which they have a responsibility to deal directly with the Director or the Authority on behalf of the organisation; and
- (ii) responsibilities for safety management; and
- (4) an organisation chart showing lines of responsibility of the senior person or persons required by rules 174.51(a)(1) and (2); and
- (5) a summary of the applicant's staffing structure at each meteorological office listed under paragraph (a)(7)(i); and
- (5A) information identifying the lines of safety responsibility within the organisation; 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 rule 174.59(a)(1) and the standards and formats for that information determined under rule 174.59(a)(2); and
- (9) details of the applicant's procedures and systems required by—
- (i) rule 174.51(b) regarding competence of personnel; and
 - (ii) rule 174.53 regarding site requirements; and
 - (iii) rule 174.55 regarding communication requirements; and
 - (iv) rule 174.57 regarding meteorological service input requirements; and
 - (v) rule 174.59 regarding meteorological service output requirements; and

- (vi) 174.61 regarding facility requirements; and
- (vii) 174.63 (b) regarding control of documentation; and
- (viii) 174.65 regarding verifications, inspections, tests and calibrations; and
- (ix) 174.67 regarding release of meteorological information and the placing of facilities into operational service; and
- (x) 174.69 regarding notification of meteorological office and facility status; and
- (xi) 174.71 regarding meteorological information checks after notification of an accident or incident; and
- (xii) 174.73 regarding malfunctions and erroneous information; and
- (xiii) 174.75 regarding identification, collection, indexing, storage, maintenance and disposal of records; and
- (xiv) 174.77 regarding internal quality assurance of the organisation; and

(10) procedures to control, amend and distribute the exposition.

(b) The applicant's exposition must be acceptable to the Director.

Subpart C — Operating Requirements

174.109 Changes to certificate holder's organisation

(a) Each holder of a meteorological service certificate shall ensure that their exposition 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 exposition meet the applicable requirements of this Part and comply with the amendment procedures contained in the holder's exposition.

(c) The certificate holder shall provide the Director with a copy of each amendment to their exposition as soon as practicable after its incorporation into the exposition.

(d) Where a certificate holder proposes to make a change to any of the following, prior

(vi) rule 174.61 regarding facility requirements; and

(vii) rule 174.63 (b) regarding control of documentation; and

(viii) rule 174.65 regarding verifications, inspections, tests and calibrations; and

(ix) rule 174.67 regarding release of meteorological information and the placing of facilities into operational service; and

(x) rule 174.69 regarding notification of meteorological office and facility status; and

(xi) rule 174.71 regarding meteorological information checks after notification of an accident or incident; and

(xii) rule 174.73 regarding malfunctions and erroneous information; and

(xiii) rule 174.75 regarding identification, collection, indexing, storage, maintenance and disposal of records; and

(xiv) [revoked]

(10) procedures to control, amend and distribute the exposition.

(b) The applicant's exposition must be acceptable to the Director.

Subpart C — Operating Requirements

174.109 Changes to certificate holder's organisation

(a) A holder of a meteorological service certificate must ensure that the exposition is amended so as to remain a current description of the holder's organisation and meteorological services provided.

(b) The certificate holder must ensure that any amendment made to its exposition meets the applicable requirements of this Part and complies with the amendment procedures contained in its exposition.

(c) The certificate holder must forward to the Director for retention a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition.

(d) Before a certificate holder changes any of the following, prior acceptance by the

notification to and acceptance by the Director is required:

- (1) the Chief Executive;
- (2) the listed senior persons;
- (3) the meteorological services the holder provides;
- (4) the locations and airspace covered by each of the meteorological services the holder provides.

(e) The Director may prescribe 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 prescribed under paragraph (e).

(g) Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the Director as soon as practicable.

(h) The certificate holder shall make such amendments to the holder's exposition as the Director may consider necessary in the interests of aviation safety.

174.111 Safety inspections and audits

(a) The Director 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 Director considers necessary in the interests of civil aviation safety and security in accordance with section 15 of the Act.

(b) The Director may require from the holder of a meteorological service certificate such information as the Director considers relevant to the inspection or audit.

Director is required:

- (1) the chief executive;
- (2) the listed senior persons;
- (3) the meteorological services the holder provides;
- (4) the locations and airspace covered by each of the meteorological services the holder provides.
- (5) the system for safety management, if the change is a material change:

(e) The Director may impose conditions under which a certificate holder must operate during or following any of the changes specified in paragraph (d).

(f) The certificate holder must comply with any condition imposed by the Director under paragraph (e).

(g) If any change referred to in this rule requires an amendment to the certificate, the certificate holder must forward the certificate to the Director for endorsement of the change as soon as practicable.

(h) The certificate holder must make such amendments to its exposition as the Director may consider necessary in the interests of aviation safety.

174.111 Revoked

Subpart D — Transition Provisions

174.151 Transition for meteorological service certificate holders and applicants

(a) This rule applies to each—

- (1) meteorological service certificate holder:

- (2) meteorological service certificate applicant.
- (b) Before 1 February 2018, an organisation to which this rule applies—
 - (1) is not required to comply with—
 - (i) rule 174.51(a)(2)(ii), if instead of a senior person responsible for the system for safety management, the organisation has a senior person responsible for internal quality assurance;
 - (ii) rule 174.77, if instead of establishing, implementing, and maintaining the system for safety management, the organisation has established an internal quality assurance system that complies with rule 174.153;
 - (iii) rule 174.79(a)(1A);
 - (iv) rule 174.79(a)(3)(ii);
 - (v) rule 174.79(a)(5A); but
 - (2) by 30 July 2016 must submit to the Director with the accompanying completed CAA form an implementation plan that—
 - (i) includes a proposed date for implementation of the system for safety management; and
 - (ii) outlines how the organisation plans to implement the system for safety management required under rule 174.77.
- (c) The Director will, if acceptable—
 - (1) approve the organisation's implementation plan; and
 - (2) set the date for implementation of the system for safety management.
- (d) To avoid doubt, the date for implementation is the date the Director approves the system for safety management.
- (e) In setting the date under rule 174.151(c)(2), the Director must have regard to the following:
 - (1) the capability of the organisation;

- (2) the complexity of the organisation:
 - (3) the risks inherent in the activities of the organisation:
 - (4) the date of any certificate renewal:
 - (5) any resource or scheduling impacts on the organisation or the Authority or both:
 - (6) the date for implementation must not be later than 1 February 2018.
- (f) If the organisation is an applicant for a meteorological service certificate it must submit its application for such a certificate together with the plan for implementation of the system for safety management.
- (g) This rule expires on 1 February 2018.

174.153 Transitional internal quality assurance for meteorological service certificate holders and applicants

- (a) The internal quality assurance system required by rule 174.151(b)(1)(ii) must be established to ensure the organisation's compliance with, and the adequacy of, the procedures required by this Part.
- (b) The senior person who has the responsibility for internal quality assurance must have direct access to the chief executive on matters affecting the adequacy, accuracy and timeliness of meteorological information.
- (c) This rule expires on 1 February 2018.