



RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR  
RCAA-AC- MET 005C

## DEVELOPMENT OF THE AERONAUTICAL METEOROLOGICAL SERVICES MANUAL OF OPERATIONS (MET MANOPS)

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### 1.0 Purpose

The purpose of this advisory circular is to guide the meteorological service providers in the development of the manual of operations for the provision of aeronautical meteorological services.

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## **2.0 References**

2.1 Part 24 of Rwanda Civil Aviation Regulations

2.2 Rwanda Civil Aviation Technical Standards for Aeronautical Meteorological Services (RCATS- MET001)

## **3.0 Background**

The RCARs, Part 24, Regulation 24.030 requires that aeronautical Meteorological services shall be provided in accordance with requirements prescribed by the Authority. In order to implement these requirements, RCARs, Part 24, Regulation 24.080 requires the MET Service provider to develop procedures and processes. These procedures and processes shall be outlined in a Manual of Operations (MANOPS) and shall be approved by the Authority.

This Advisory Circular provides guidelines to the MET Service Provider in the preparation and development of MANOPS acceptable to the authority.

## **4.0 Contents of the MANOPS**

The basic structure of the MANOPS shall follow the standard format outlined in this circular as shown below

### **4.1 Foreword**

This is an introductory note often written by the accountable executive. The foreword provides background information of the material contained in the manual and a statement of commitment to compliance.

### **4.2 Introduction**

4.2.1. Purpose and scope of the manual,

4.2.2. A statement that the manual complies with all applicable regulations and requirements and with the terms and conditions of the applicable MET Service provision

4.2.4. List of manuals comprising operations manual,

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- 4.2.5. A list and brief description of the various parts of the MANOPS, their contents, applicability and use,
  - 4.2.6. Responsibility for the content of the manual,
  - 4.2.7. Responsibility for amendment of the manual,
  - 4.2.8. List of effective pages,
  - 4.2.9. Distribution of manuals and amendments.

### **4.3 Management organization**

- 4.3.1. A description of the Organizational structure of the MET Service Provider and/or supporting departments. The relationship between departments within the Air navigation services. In particular, the subordination and reporting lines of all divisions, departments etc., which pertain to the provision of MET services, shall be shown;
- 4.3.2. Duties and responsibilities of management personnel;
- 4.3.3. Qualifications of MET personnel.

### **4.4 Services to be provided**

- 4.4.1 Type of services provided
- 4.4.2 Description of the services (Scope, hours of operation, etc),
- 4.4.3 Location from which the services shall be provided.
- 4.4.4 The MET Service provided shall comprise the following:
  - a) List of instruments used in Aeronautical weather observations.
  - b) Routine and special meteorological reports
  - c) SIGMET information, aerodrome warnings, wind shear warnings and alerts.
  - d) Forecasts
  - e) Information for air traffic services, search and rescue services and aeronautical information services.
  - f) Services for operators and flight crewmembers.
  - g) Aeronautical climatological information
  - h) Security measures for personnel, facilities/equipment and MET data/ information

### **4.5 Personnel requirement**

- 4.5.1 Minimum number of personnel required for each functional area;
- 4.5.2 Duties and responsibilities of personnel;
- 4.5.3 Qualifications, training and competence assessment of MET personnel;

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4.5.4 Working hours

4.5.5 Leave requirements.

#### **4.6 Facilities and equipment**

- i) Facilities/Equipment used for the provision of aeronautical MET services.
- ii) Requirements for installation, maintenance and/or calibration

#### **4.7 Commissioning of New Facilities, Equipment and Services**

4.7.1 The Manual Operations should describe the processes for the installation, commissioning and transition into service phases of new facilities, equipment and services, and provide evidence for acceptance of the operational performance and the Quality of the facility, equipment, procedure or service.

4.7.2 The quality assurance must establish that the design objectives in respect to performance and safety have actually been met, or if not met, that appropriate corrective actions and/or risk mitigation has been implemented.

4.7.3 There should be a process for sign-off authorisation by authorities responsible for the design, performance, operation and maintenance of the new system, prior to it being commissioned.

#### **4.8 Record Keeping**

4.8.1 The Manual of Operations shall include the requirement for a record keeping system for the provision of aeronautical meteorological services.

4.8.2 The records systems shall provide an accurate chronicle of aeronautical meteorological activities for the purpose of reconstruction of events for air safety investigation or any other inspection.

#### **5.0 Approval of the MANOPS**

5.1 The MANOPS is one of the requirements for Certification of the MET Service provider. Two copies shall be submitted at the time of application for MET Provider Certificate or as requested by the Authority or as determined by the MET provider.

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5.2 If the MANOPS is found satisfactory subsequent to evaluation by the Authority, the MET provider shall be informed in writing with an approved copy of the MANOPS.

5.3 If found unsatisfactory, the MANOPS will be returned to the MET provider with a cover letter indicating the shortcomings to be addressed before re-submission for approval.

## **6.0 Amendment of the MANOPS**

6.1 For the purpose of maintaining the accuracy of the information in MANOPS, the MET Provider Certificate holder shall whenever necessary, amend the manual;

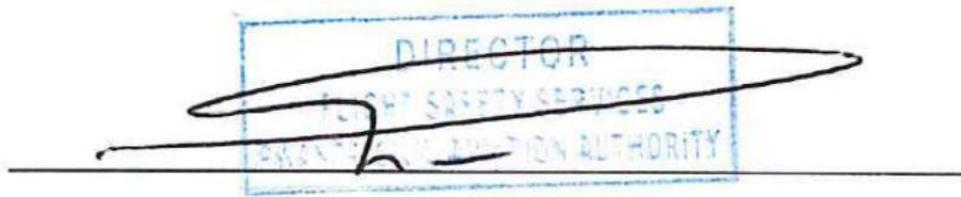
6.2 Authority may issue a written directive requiring MET provider Certificate holder to alter or amend the manual.

## **7.0 Procedures for the amendment of MANOPS by MET Provider**

7.1 The Applicant shall identify the areas to be amended and draft amendment to the existing MANOPS

7.2 The MET Provider will submit the proposed amendment to the Authority for evaluation

7.3 If the proposed amendment is acceptable, the Authority shall approve and submit it to the MET Service provider



Director Flight Safety Services  
Rwanda Civil Aviation Authority