



OVERSEAS TERRITORIES AVIATION REQUIREMENTS (OTARs)

Part 174

METEOROLOGICAL SERVICES FOR AVIATION

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Revisions

OTAR Issue	Subject
First issue	Released for gazetting
Issue 2	<p>Fundamental revision to rationalise and simplify text and presentation.</p> <p>Incorporates ICAO amendments 77A & 77B.</p> <p>New Subpart B is introduced with consequent revision of following Subparts.</p> <p>Clarification of provision, maintenance and calibration of all meteorology equipment.</p> <p>Incorporation of staff qualifications, training and competence which shall meet World Meteorological Organisation standards (<i>Incorporates OTAC 174-2</i>).</p> <p>Clarification of circumstances for contracts or Letters of Agreement.</p> <p>Amplification of MET office and facilities requirements.</p>

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Subpart A – General

174.1 Purpose

- (a) The Air Navigation (Overseas Territories) Order (“the Order”) places responsibility on the Governor for ensuring that appropriate arrangements are made for the provision of meteorological services for international air navigation within the Territory.
- (b) This OTAR Part details the requirements on those parties charged with discharging the Governor’s responsibilities concerning the provision of meteorological information for international air navigation within the Territory to ensure compliance with ICAO Annex 3 (Meteorological Services for International Air Navigation). It describes the responsibilities of the meteorological authority, the meteorological service provider and the designated regulator.
- (c) These requirements are not in themselves Law. Failure to comply may not constitute an offence. However, the Requirements repeat or reproduce provisions of the Order. Therefore, failure to comply with these Requirements may:
 - (1) constitute a breach of the Order; and
 - (2) result in proceedings for breaches of the Order
- (d) Other OTAR Parts may impinge upon activities conducted under this Part. In particular, Part 1 contains definitions which apply, unless otherwise stated, to all Parts. A full list of OTAR Parts, a description of the legislative structure and the place of OTARs and Overseas Territory Aviation Circulars (OTACs) within it can be viewed on the ASSI website www.airsafety.aero.

174.3 Use of English

All documentation, written communications and data (electronic or otherwise) shall be provided in English.

174.5 Laws, requirements and procedures

The meteorological authority and, where different, the meteorological service provider shall take reasonable care to ensure that all persons employed, engaged or contracted, are familiar with the appropriate sections of legislation, the Overseas Territories Aviation Requirements, any applicable conditions imposed by the designated regulator and the procedures specified in the relevant safety assurance documentation and quality system.

174.7 Procedure compliance

Each person performing duties in relation to the provision of meteorological services for international air navigation shall comply with the applicable procedures specified in the appropriate manuals which authorises the operation.

174.9 Power to inspect

- (a) Any person authorised by the Governor shall be allowed access to the service provider's facilities.
- (b) The service provider shall ensure that any authorised person shall have access to any documentation relating to activities associated with the provision of meteorological services for international air navigation. The service provider shall be responsible for ensuring that, if requested to do so by an authorised person, documentation is produced within a reasonable period.
- (c) The service provider shall comply with any request by the Governor for a practical demonstration or test to verify compliance with the OTARs.

174.11 Definitions

Designated regulator means the regulator designated by the Governor of the Territory to exercise his functions under the Order.

174.13 Applicability

The requirements of this OTAR Part apply to meteorological authorities, meteorological service providers and designated regulators.

Subpart B – Structure

174.25 Structure and responsibilities of meteorological service provision

- (a) There are three roles in the provision of a meteorological service. The roles may be delivered by separate bodies or in combination. The permissible combinations are summarised in Table 174.1:

Table 174.1 Permissible combined roles of the three bodies

Meteorological authority	Regulator	Service provider(s)
✓	✓	✗
✓	✗	✓

- (b) Each body or combination is responsible for their outputs summarised in Table 174.2

Table 174.2 Responsibilities of each body

Body	Responsibility	Output
MET authority	Definition of services to be provided	Service Definition Document (SDD)
Regulator	Agree SDD. Regulation/oversight of MET service	Approval of SDD. Audit of Service Provider(s)
Service Provider(s)	Provision of MET service as defined in SDD	Annex 3/OTAR compliant MET service

Subpart C – Meteorological Authority

174.51 Role of the meteorological authority

The meteorological authority may also be the service provider. If that is the case, it cannot be the regulator.

174.53 Responsibilities of the meteorological authority

- (a) The meteorological authority shall set out the meteorological services to be provided within the Territory in accordance with ICAO Annex 3.
- (b) The meteorological authority shall set out in the SDD the services to be provided.
- (c) The name and contact details for the meteorological authority shall be published in the Territory’s AIP.

174.55 Service Definition Document (SDD)

- (a) The meteorological authority shall produce a Service Definition Document (SDD).
- (b) Before producing the SDD, the meteorological authority shall consult users, including:

Table 174.3 SDD user group consultees and Annex 3 reference

User Group	ICAO Annex 3
air traffic service provider	Chapter 2
commercial and private pilots	Chapter 9
commercial air operators	
air traffic services	Chapter 10
search and rescue organisations	
other interested parties	As appropriate

- (c) In addition to the users’ opinions, the meteorological authority shall also consider the requirements of the ICAO Regional Air Navigation Agreement and Plan with regard to meteorological services and equipment for international air navigation in the Territory.
- (d) The meteorological authority shall formally consult users regularly in order to ensure that the meteorological services provided remain appropriate.

- (e) The SDD shall define:
- (1) the services to be provided, and the means of delivery (face to face briefing; fax; paper; electronic etc.); and
 - (2) the locations from, and hours during which they will be provided; and
 - (3) the standards and criteria to be applied (ICAO Annex 3 at minimum), including, for example, the criteria for the production and distribution of Special Reports and post-Accident Reports; and
 - (4) a quality management system which shall be used by the service provider; and
 - (5) the requirements for agreements or contracts between the meteorological service provider, air traffic services and other users where appropriate; and
 - (6) the requirements for aircraft observations to be made by aircraft of its registry operating on international routes and for the recording and reporting of these observations; and
 - (7) the requirements for the provision¹, maintenance and calibration of all meteorology equipment.
- (f) Where a user identifies a significant change in its circumstances, e.g. a new route or aircraft type for an aircraft operator, or a new ATS service for ATC, the user shall notify the meteorological authority as soon as practicable so that the change can be assessed for impact on the SDD.

174.57 Provision of meteorological services

- (a) Where the meteorological authority is the regulator, the service may be provided by:
- (1) the Territory's own Meteorological Office; or
 - (2) another State's or Territory's Meteorological Office; or
 - (3) a commercial meteorological service provider.

¹ Annex 14 Volume 1 contains the requirement for secondary power supply.

- (b) Table 174.4 sets out the service provision arrangements (scope of work) that is applicable depending on the provider type:

Table 174.4 Provider/Service Type table

Provider type	Service type	
	Provided service ²	Charged service
Own Territory/State	Letter of Agreement (LoA)	Contract
Other Territory/State		
Commercial	N/A	Contract

- (c) Any agreement or contract shall include the requirement for a quality management system to be implemented by the Meteorological service provider in accordance with paragraph 174.105 of this OTAR Part.

² This includes services where costs are shared between each party and cancel each other out.

Subpart D – Meteorological Service Provision

174.101 Service provider

In accordance with paragraph 174.25(a) the service provider may also be the meteorological authority. The service provider cannot be the regulator.

174.103 Annex 3 compliance

- (a) The meteorological service provider shall adhere to the Standards and safety-related Recommended Practices of ICAO Annex 3.
- (b) Any agreement or contract between a meteorological service provider and third party meteorological information supplier shall include the specific requirement for compliance with ICAO Annex 3 for:
 - (1) preparation, content and format of observations and/or reports; and
 - (2) preparation, content and format of forecasts and briefings; and
 - (3) the schedule for the issue and validity of reports and forecasts; and
 - (4) content, format and requirements for issue of (as appropriate):
 - (i) Operational Meteorological Information (OPMET);
 - (ii) Aerodrome Warnings;
 - (iii) Wind Shear Warnings (where these are required); and
 - (iv) the relay of advisory messages from Volcanic Ash Advisory Centres or Tropical Cyclone Advisory Centres; and
 - (5) provision of climatological information, as required; and
 - (6) the suitability and operation of any automatic weather reporting equipment and meteorological instrumentation sited at airports; and
 - (7) communications requirements and provision.

174.105 Quality management system

- (a) To meet the requirements of ICAO Annex 3, the meteorological service provider shall have a quality management system (QMS).
- (b) The QMS shall include the following elements:
 - (1) staff qualifications, training and competence which shall meet World Meteorological Organisation standards³; and

³ Details of the standards can be found in Volume 1 of the Technical Regulations WMO-49.

- (2) means to confirm that the service provided meets and continues to meet the requirements of this OTAR and the SDD; and
- (3) verification and validation procedures are in place for any meteorological information disseminated; and
- (4) procedures exist to ensure that the transmission of information is appropriate and timely; and
- (5) any meteorological information disseminated conforms to standard global message formats.

174.107 Records

The service provider shall maintain records of observations and retain these without time limit. This data shall be made available to organisations undertaking research, investigation or analysis.

Subpart E – Regulation

174.151 Designated regulator

In accordance with paragraph 174.25(a) the designated regulator may also be the meteorological authority. The regulator cannot be the service provider.

174.153 Oversight of the service provider

- (a) The regulator shall conduct audits of the meteorological service provider and any contracts/LoAs with third parties against:
 - (1) the requirements of this OTAR Part; and
 - (2) the SARPs in ICAO Annex 3; and
 - (3) the MET Part of the relevant ICAO Air Navigation Plan, Volume I, Basic ANP; and
 - (4) the MET Part of the relevant ICAO Air Navigation Plan, Volume II, FASID; and
 - (5) the requirements of the SDD.
- (b) The purpose of the audit is to ensure that:
 - (1) the service provider is meeting the requirements in this OTAR Part, ICAO Annex 3 and the SDD; and
 - (2) the service provider's quality management system is functioning appropriately; and
 - (3) the requirements of any agreements between meteorological service provider, air traffic services and other users (as required by the SDD) are appropriate and that the service provided meets the requirements.
- (c) The audit shall include the suitability of the instruments used in the provision of the meteorological service, and shall ensure that they are of sufficient accuracy and calibrated appropriately.
- (d) The audit shall include the local MET office and facilities, including communications equipment are adequate and suitable and that alternative suitable means of communication in the event of the failure of the primary means are available.

174.155 Non-compliance

In the event that the audit reveals non-compliances in service provision regulatory remedial action shall be taken. Deficiencies shall be brought to the attention of the service provider and the method of rectification agreed.