

# **YCAR PART VIII**

## **SUBPART 7**

### **METEOROLOGICAL SERVICES**

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**FOREWORD**

- 1 The Civil Aviation and Met. Authority (hereinafter -Authority)).
- 2 This Requirement shall come in force from September 2012.
3. Compliance and interpretative material would be subsequently published prior to the enactment of this Regulation.
4. Future amendments of SUBPART 7 shall be harmonized with amendments to ICAO Annexes and Documents in a timely manner.
5. Definitions and abbreviations of terms used in SUBPART 7 shall always be interpreted as per the applicable international standards.

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**SUBPART A — GENERAL PROVISIONS****YCAR 7.1 Applicability**

- (a) The CAMA is required, under article (7/g) of the Decree No.444/2000, to implement international agreements in the field of Meteorology and by article (7/b) of the same Decree, to promulgate policy for civil aviation and propose laws and regulations.
- (b) Civil Aviation Requirements Part VIII, Subpart 7 is issued by the Civil Aviation and Met. Authority in pursuit of its obligations to ensure enforcement of accepted international regulations and standards within organisations providing Meteorological Services within the Yemen FIR as designated by the Authority.
- (c) Subpart 7 provides the Rules governing the certification and operation of organisations providing meteorological services to aviation.
- (d) The objective of meteorological services for international air navigation shall be to contribute towards the safety, regularity and efficiency of international air navigation.
- (e) This objective shall be achieved by supplying all interested aviation organisations with the meteorological information necessary for the performance of their respective functions.
- (f) The Meteorological Authority of the Yemen shall determine the type and degree of meteorological services to be provided within the Yemen FIR in accordance with the requirements of the ICAO Regional Plan (Doc 9708)
- (g) The Meteorological Authority may arrange for the services to be provided on its behalf.
- (h) The Meteorological Authority and the services to be provided shall be included in the Yemen AIP.
- (i) No person shall provide an aviation meteorological service except under the authority of, and in accordance with the provisions of, a meteorological certificate issued under this Rule Subpart.

**YCAR 7.2 Definitions and Acronyms**

- (a) Definitions and acronyms are contained in Subpart 1 to YCAR Part VIII.

**YCAR 7.3 Application for Certification**

- (a) The applicant for a meteorological certificate shall complete CAMA form Met 01 (Attachment 1) and submit it to the Authority. All elements of the form shall be completed.
- (b) In the interests of aviation safety, only one certificate for a meteorological service at the same



location shall be current at any time.

- (c) The form shall include the locations and airspace at or within which the services will be provided.
- (d) The form shall be submitted to the Authority along with supporting documentation which shall include the exposition required by YCAR 7. 20.

#### **YCAR 7.4 Issue of Certificate**

- (a) An applicant is entitled to a meteorological certificate if;
  1. The applicant meets the requirements of section B of the Rule; and
  2. The applicant and persons holding positions listed in YCAR 7.6(a).1 to 6(a).3 inclusive are acceptable to the Authority; and
  3. The organisation's exposition as required by YCAR 7.20 is acceptable to the Authority; and
  4. The Authority is satisfied that the granting of the certificate is not contrary to the interests of aviation safety.
- (b) The validity of a Meteorological Certificate is based on continued operation in accordance with Civil Aviation Regulations, Civil Aviation Advisory Publications and Information Bulletins as published by the Authority.

A Meteorological certificate remains in force until it expires, is suspended or revoked.

The holder of a meteorological certificate that expires or is revoked shall surrender the certificate to the Authority.

The holder of a meteorological certificate that is suspended shall immediately return the certificate to the Authority for appropriate endorsement.

- (c) The Meteorological Service Certificate shall remain valid subject to periodic surveillance audits conducted at the discretion of the Authority, confirming ongoing compliance with the Civil Aviation Regulations.
- (d) The Authority shall undertake a complete Meteorological Service certification audit at least once in every three year period following the issue of a Meteorological Service Certificate

#### **YCAR 7.5 Privileges of Certificate**

- (a) A meteorological certificate shall specify which of the following meteorological services and which training and assessment for such services the certificate holder is authorised to provide.
  1. Climatology service: a service for the development and supply of climatological information in accordance with the requirements of chapter 8 of Annex 3, for a specific area or airspace; or

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2. Forecast service: a service for the supply of forecast meteorological information in accordance with the requirements of chapter 6 of Annex 3, for a specific area or portion of airspace; or
3. Information dissemination service: a service for the collection and dissemination of meteorological information; or
4. Meteorological briefing service: a service for the supply of written and oral meteorological information on existing and expected meteorological conditions in accordance with the requirements of chapter 9 of Annex 3; or
5. Meteorological reporting service: a service for the supply of routine or special meteorological reports in accordance with the requirements of chapter 4 of Annex 3; or
6. Meteorological watch service: a service for maintaining a watch over meteorological conditions affecting aircraft operations in a specific area in accordance with the requirements of chapter 7 of Annex 3.

**SUBPART B — CERTIFICATION REQUIREMENTS****YCAR 7.6 Personnel Requirements**

- (a) Each applicant for the grant of a meteorological service certificate shall engage, employ or contract:
1. A 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 Rule subpart; and
  2. A person or group of 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; and
  3. An accountable manager responsible for the provision of a safety management system according to the requirements of YCAR Part X; and
  4. 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) Each applicant shall establish procedures:
1. To provide training for meteorological personnel in accordance with the WMO requirements contained in WMO publication 258 and supplement 1 to WMO 258 as well as WMO 49, Vol. 1 and 2.
  2. To assess the competence in accordance with WMO requirements of those personnel who are authorised by the applicant to –
    - a. place facilities listed in the applicant's exposition into operational service; and
    - b. produce and release meteorological information; and
  3. Establish a procedure to maintain and develop the competence of those authorised personnel; and
  4. Provide those authorised personnel with written evidence of the scope of their authorisation.

**YCAR 7.7 Facility Requirements**

- (a) Each applicant for the grant of a meteorological service certificate shall determine which meteorological office/s they wish to establish.

These shall be one or more of the following —

1. A meteorological office either located at, or associated with an aerodrome to carry out some or all of the following tasks as required to meet the requirements of flight operations at the aerodrome:
  - i. prepare and/or obtain forecasts complying with Annex 3 format and validity requirements for
    - A. departing aircraft
    - B. local meteorological conditions; or
  - ii. maintain a continuous watch of meteorological conditions over the aerodrome/s for which it prepares forecasts; or
  - iii. provide briefing, consultation and flight documentation to crew members and other flight operations personnel; or
  - iv. supply other meteorological information, complying with Annex 3 format requirements, to aeronautical users including:
    - A. routine observations and reports;
    - B. special observations and reports;
    - C. aerodrome warnings;
    - D. wind shear warnings;
    - E. other warnings as locally agreed or
  - v. display available meteorological information;
  - vi. exchange meteorological information with other meteorological offices; or
  - vii. supply information on pre-eruption volcanic activity, volcanic eruptions or ash cloud to associated ATS units, AIS units and meteorological watch offices as per letters of agreement; or
2. A meteorological watch office which shall—
  - i. maintain a watch over meteorological conditions affecting flight operations within the watch office's area of responsibility; and
  - ii. prepare and supply SIGMET and other information related to its area of responsibility to associated air traffic services; and
  - iii. disseminate SIGMET information by AFTN;
  - iv. when required by regional air navigation agreements or letters of agreement—
    - A. prepare AIRMET information related to its area of responsibility;

- B. supply AIRMET information to associated ATS units;
  - v. disseminate AIRMET information;
  - vi. supply information on pre-eruption volcanic activity, volcanic eruptions or ash cloud, for which a SIGMET has not been issued, to its associated ATS units, AIS units . as per letters of agreement, and to its associated VAAC as determined by regional air navigation agreement;
  - vii. supply information received concerning the accidental release of radioactive materials into the atmosphere in the area for which it has responsibility, or in adjacent areas to its associated ATS units, AIS units as per letters of agreement.
3. An aeronautical meteorological station which shall –
- i. be established at aerodromes and offshore structures as deemed necessary by the Meteorological Authority to support both international air operations and off shore helicopter operations;
  - ii. make routine observations at fixed intervals;
  - iii. at aerodromes, make special observations whenever specified changes occur in respect of surface wind, visibility, runway visual range, present weather, clouds and /or air temperature.
- (b) 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 their exposition 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. The equipment is sited in accordance with ICAO Doc 8896; and
  - 3. When applicable, each remote weather sensing facility listed in their exposition is installed and maintained in a technically appropriate position to ensure that the facility provides an accurate representation of the local meteorological conditions.

### **YCAR 7.8 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 their exposition can provide the meteorological information for which it was established in a timely reliable manner.

The communication systems and procedures must 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.

**YCAR 7.9 Input Requirements**

- (a) Each applicant for the grant of a meteorological services certificate shall establish procedures to obtain input meteorological information appropriate to the meteorological service being provided.

The procedures shall ensure that:

1. Each meteorological office and facility listed in the applicant's exposition that provides a forecast service has continuous 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 exposition 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 exposition that provides a meteorological reporting service has adequate observing systems to supply adequate, accurate and timely meteorological reports in accordance with the requirements of Annex 3 Chapter 4; and
4. Each meteorological office and facility listed in the applicant's exposition 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 exposition that provides a climatology service has adequate meteorological information for the preparation of climatological information; and
6. Aircraft reports and observations are processed appropriately according to the service being provided by the meteorological office.

**YCAR 7.10 Output Requirements**

- (a) Each applicant for the grant of a meteorological services certificate shall:
1. Identify the output meteorological information provided by each meteorological service listed in their exposition; and
  2. Determine the standards and formats for that output meteorological information, in accordance with the requirements of the relevant chapter and appendix of Annex 3 as well as the requirements of Attachments A, B and C of Annex 3
- (b) Each applicant for the grant of a meteorological services certificate shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in their exposition complies with the standards and formats determined under YCAR 7.10.1
- (c) Each applicant for the grant of a meteorological services certificate shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in their exposition is consistent with ICAO Human Factors principles and shall be in forms which require a minimum of interpretation by users.

- (d) Holders of meteorological service certificates shall establish letters of agreement or similar service provision agreements with the users of the applicant's meteorological service/s, covering the user's requirements including notification requirements.
- (e) Each applicant for the grant of a meteorological services certificate with respect to a meteorological briefing service, wishing to automate an information bulletin shall obtain CAMA acceptance of the automated system in accordance with CAAP 25 Operational Approvals.

Where the automated system is to include aeronautical information required by YCAR Part VIII, Subpart 2, Section F, agreement with the provider of the AIS Briefing service will be required.

- (f) Each applicant for the grant of a meteorological services certificate with respect to a meteorological reporting service, shall establish procedures to ensure that the reports issued comply with the requirements of Annex 3, Chapter 4.

### **YCAR 7.11 Facility Requirements**

- (a) Each applicant for the grant of a meteorological services 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.
- (b) At aerodromes with runways intended for Category II and III ILS operations, automated equipment for measuring or assessing, as appropriate, and for monitoring and remote indicating of surface wind, visibility, RVR, cloud base height, air and dew-point temperatures and atmospheric pressure shall be installed to support approach, landing and takeoff operations.

These devices shall be integrated automatic systems for the acquisition, processing, dissemination and display in real time of the meteorological parameters affecting landing and takeoff operations.

Human factor principles should be observed in the design of these devices.

- (c) At aerodromes with runways intended for Category I ILS operations, the requirements of YCAR 7.11(b) should be met.

### **YCAR 7.12 Documentation**

- (a) Each applicant for the grant of a meteorological services certificate shall hold copies of meteorological office manuals, facility manuals, technical standards and practices, procedure manuals and any other documentation that is necessary for the provision of the meteorological services listed in their exposition.

These documents shall include, but are not limited to:

1. Annex 3;
2. ICAO Doc 7030;

3. ICAO Doc 7192;
4. ICAO Doc 8896;
5. ICAO Doc 9328;
6. ICAO Doc 9377;
7. ICAO Doc 9708;
8. ICAO Doc 9837;
9. ICAO Doc 9859.
10. WMO Publication 49
11. WMO Publication 258

(b) Each applicant for the grant of a meteorological services certificate shall establish a procedure to control the documentation required by YCAR 7.12(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 exposition; 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.

### **YCAR 7.13 Periodic Inspection, Testing and Calibration**

(a) Each applicant for the grant of a meteorological services certificate shall establish procedures for—

1. The periodic inspection of each aeronautical meteorological office listed in the applicant's exposition; and
2. The periodic inspection, testing and calibration of each facility listed in the applicant's exposition

(b) The procedures shall ensure that—

1. Appropriate inspection equipment and systems are available to personnel for the inspection of each meteorological office; and
2. Appropriate inspection, measuring and test equipment and systems are available to personnel for the inspection, testing and calibration of each facility; and



3. The inspection, measuring and test equipment and systems have the precision and accuracy necessary for the inspections, measurements and tests being carried out; and
4. 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.

#### **YCAR 7.14 Release of Meteorological Information**

- (a) Each applicant for the grant of a meteorological services certificate shall establish procedures for—
  1. The release of meteorological information from each meteorological office listed in their exposition; and
  2. The placing of facilities listed in their exposition 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 YCAR 7.6(b).

#### **YCAR 7.15 Notification of Meteorological Office and Facility Status**

- (a) Each applicant for the grant of a meteorological services certificate shall establish procedures to notify the users of the applicant's meteorological services of relevant operational information and of any changes in the operational status of each meteorological office or facility listed in the applicant's exposition.
- (b) The applicant must ensure that the procedures established under YCAR 7.15(a) require—
  1. The operational information for each of the applicant's meteorological services that support the Yemen air navigation system or an air traffic service to be forwarded to the Aeronautical Information Service for publication in the Yemen 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 the Yemen AIP, the information concerning any change to their operational status must be forwarded to the AIS for the issue of a NOTAM.

#### **YCAR 7.16 Meteorological Information Check after Accident or Incident**

- (a) Each applicant for the grant of a meteorological services 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.

### **YCAR 7.17 Records**

- (a) Each applicant for the grant of a meteorological services 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 YCAR 7.9; and
  2. There is a record of all output meteorological information identified under YCAR 7.10; and
  3. The records specified in YCAR 7.17(b).1 and 7.17(b).2 are retained for a period of at least 31 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 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 person 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 YCAR 7.13. 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 YCAR 7.18(e). 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 review of the applicant's organisation carried out under the procedures required by YCAR 7.18. The records 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 YCAR 7.17(b).1 and 7.17 (b).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.

### **YCAR 7.18 Internal Quality Assurance**

- (a) Each applicant for the grant of an Meteorological Service Certificate shall establish internal quality assurance procedures to ensure compliance with, and the adequacy of, the procedures required by this Subpart.
- (b) The quality system established in accordance with YCAR 7.18(a) shall conform to ISO 9000 standards and shall be certified by an approved organization.
- (c) The person who has responsibility for internal quality assurance shall have direct access to the Chief Executive on matters affecting the adequacy, accuracy and timeliness of the meteorological information.
- (d) When the quality assurance procedures indicate that meteorological information to be supplied does not comply with the output requirements of YCAR 7.10(b) and automatic error correction procedures are not appropriate, such information shall not be supplied to the users unless it is validated with the originator.
- (e) The quality system shall include procedures and resources for –
  1. The routine verification of meteorological information obtained and provided by the applicant; and
  2. The assessment of the timeliness of transmission of messages or bulletins.
- (f) Each applicant for the grant of a meteorological services 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 exposition 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.

**YCAR 7.19 Safety Management**

- (a) Each applicant for the grant of a Meteorological Service Certificate shall establish a safety management system in accordance with YCAR Part X.
- (b) The safety management system shall include:
1. Hazard identification; and
  2. Risk management; and
  3. Safety assurance; and
  4. Safety performance monitoring, auditing and measurement; and
  5. Change management; and
  6. Management Reviews.

**YCAR 7.20 Organizational Exposition**

- (a) Each applicant for the grant of a meteorological services certificate shall provide the Authority 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 Subpart; and
    - ii. will be complied with at all times; and
  2. The titles and names of the person or persons required by YCAR 7.6(a).1 and 7.6(a).2; and
  3. The duties and responsibilities of the person or persons specified in YCAR 7.20(a).2; and
  4. An organisation chart showing lines of responsibility of the persons specified in CAR7. 20(a).2; and
  5. A summary of the applicant's staffing structure at each meteorological office listed under YCAR 7.20(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 YCAR 7.10(a).1 and the standards and formats for that information determined under YCAR 7.10(a).2; and
  9. Details of the applicant's procedures and systems required by—
    - i. YCAR 7.6.(b) regarding competence of personnel; and
    - ii. YCAR 7.7 regarding site requirements; and
    - iii. YCAR 7.8 regarding communication requirements; and
    - iv. YCAR 7.9 regarding meteorological service input requirements; and
    - v. YCAR 7.10 regarding meteorological service output requirements; and
    - vi. YCAR 7.11 regarding facility requirements; and
    - vii. YCAR 7.12(b) regarding control of documents; and
    - viii. YCAR 7.13 regarding verifications, inspections, tests and calibrations; and
    - ix. YCAR 7.14 regarding release of meteorological information and the placing of facilities into operational service; and
    - x. YCAR 7.15 regarding notification of meteorological office and facility status; and
    - xi. YCAR 7.16 regarding meteorological information checks after notification of an accident or incident; and
    - xii. YCAR 7.17 regarding identification, collection, indexing, storage, maintenance and disposal of records; and
    - xiii. YCAR 7.18 regarding internal quality assurance of the organisation; and
    - xiv. YCAR 7.19 regarding safety management requirements
  10. Procedures to control, amend and distribute the exposition.
- (b) The applicant's exposition shall be acceptable to the Authority.

## SUBPART C — OPERATING REQUIREMENTS

### YCAR 7.21 Continued Compliance

- (a) Each holder of a meteorological service certificate shall –
1. Hold at least one complete and current copy of their exposition at each meteorological office specified in their exposition; and
  2. Comply with all procedures and systems detailed in their exposition; and
  3. Make each applicable part of their exposition 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 YCAR Part VIII, Subpart 7; and
  5. Notify the Authority, of any change of address, telephone or facsimile number, or e-mail address required by the CAMA within 28 days of the change.

### YCAR 7.22 Operations Manual

- (a) Each applicant for the grant of a meteorological services certificate shall provide an operations manual for each meteorological office listed in their exposition. 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 YCAR 7.22(a).4
  6. Any mandatory check procedures for releasing meteorological information.

The applicant shall ensure that the operations manual is kept up to date with respect to amendments to Annex 3.

### YCAR 7.23 Limitation 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 provide meteorological information where any required verification, inspection, test or calibration relating to that meteorological information has not been completed; or
4. Provide meteorological information where there is any cause whatsoever to suspect the integrity of that meteorological information.

#### **YCAR 7.24 Changes to a 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 Subpart 7 and comply with the amendment procedures contained in the holder's exposition.
- (c) The certificate holder shall provide the Authority with a copy of each amendment to their exposition as soon after its incorporation into the exposition as practicable.
- (d) Where a certificate holder proposes to make a change to any of the following , prior notification to and acceptance by the Authority is required—
  1. The Chief Executive; or
  2. The person/s listed in YCAR 7.6.(a).1 to 7.6.(a) 3;
  3. The meteorological services the holder provides;
  4. The locations and airspace covered by each of the meteorological services the holder provides.
- (e) The Authority may prescribe conditions under which a certificate holder may operate during or following any changes specified in YCAR 7.24(d).
- (f) The certificate holder shall comply with any conditions prescribed under YCAR 7.24(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 Authority as soon as practicable.
- (h) The certificate holder shall make any amendments to the holder's exposition as the Authority may consider necessary in the interests of aviation safety.

#### **YCAR 7.25 Safety Inspections and 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,

## SUBPART 7

facilities, documents and records as the Authority consider necessary in the interests of civil aviation safety and security in accordance with Article 7.10 of the CAMA Law.

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



SUBPART 7: Appendix 1

**APPENDIX 1 - APPLICATION FOR A METEOROLOGICAL SERVICE  
CERTIFICATE**

**Civil Aviation and Met. Authority  
P.O. Box 7251  
Sana'a - Yemen**

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|                          |  |
|--------------------------|--|
| Name of Unit             |  |
| Administrative Authority |  |

One copy of the Meteorological Service Organisation's Organisation's Exposition, and Operations Manual prepared in accordance with the Civil Aviation Regulations, is enclosed with this application.

The Certificate will be based on the particulars contained in the Meteorological Service Organisation's Exposition

On behalf of the Administrative Authority named above, I certify that the information contained in the Meteorological Service Organisation Exposition is correct in every respect and that no relevant information has been withheld.

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

\_\_\_\_\_

MET Form 01: