

WP12.2.3 Att 1: ANNEX 1

SAMPLE GUIDELINES ON CIVIL AVIATION RULE (CAR) PART 174 CERTIFICATION.

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1.0	13 th June, 2017	Drafted created by QMS (SIMS).
2.0	02 nd July, 2017	Approved version effective.

Responsible (Document control) : *Live document control by the document owner, amendment and revision can only be made by the document owner.*

Objective : *This sample guideline focuses mainly on the CAR Part 174 certification.*

Scope : *This sample guideline applies to the CAR Part 174 for Aviation Meteorological Services.*

Document Reference : *ICAO Annex 3 – Meteorological Service for International Air Navigation, Met Act 1985, Civil Aviation Act 2008, CAR Part 174 consolidations, AC 174-1, AC 00-3, CAR Part 100 consolidation and AC 100-1.*

EXECUTIVE SUMMARY:

Each State/Pacific Island Countries has its own Meteorology Act and Civil Aviation Act. For example the Solomon Islands Meteorology Act 1985 and the Civil Aviation Act 2008. Solomon

Islands Civil Aviation Act PART IV states the RULES, the Honorable Minister of the Crown in the Government may make rules (in the Act called “ordinary rules”) for all or any of the following purpose: (a) the implementation of the obligation of Solomon Islands under the Chicago Convention – Annex 3 applies to Meteorology (b) the provision of Aviation Meteorological Services, Search and Rescue Services, and Civil Aviation Security Programs and Services:

- The Civil Aviation Authority in Solomon Islands (CAASI) adopted the New Zealand Civil Aviation Standard (NZCAS).
- The NZCAS requires Aviation Services provider to meet the Civil Aviation Rules part which is applicable for their services, for instance, Meteorology Services to meet the requirements under the Civil Aviation Rules (CAR) Part 174; and CAR Part 174.5 and 174.9 states the Meteorology Service Certification requirements.
- Other States/Pacific Island countries who adopted the NZCAS are also required to be certified under CAR Part 174.

The Solomon Islands Meteorological Service (SIMS) as a service provider for Aviation Meteorological Services has been granted certification under the CAR Part 174 for Solomon Islands (Honiara) Flight Information Region (FIR) after the followings documents has been submitted and assessed by the CAASI: (a) Exposition Manual for Aviation Meteorological Services (AMS); (b) certification application letter – Form CAASI 2417/01; and (c) exposition matrix – form CAA 2417/02. CAASI assigned an external (third party) auditor who audited our exposition manual based on the CAR Part 174.

SIMS also signed on the 12th August, 2016, the Memorandum of Understanding (MoU) between the Ministry of Communication and Aviation and the Ministry of Environment, Climate Change, Disaster Management and Meteorology. SIMS and the Civil Aviation Air Traffic Service (CAATS) signed the a Letter of Agreement (LoA).

AC-174-1 Subpart B — Certification Requirements, 174.51(a)(1) Personnel Requirements — Chief Executive. The applicant is required to nominate a person to be identified as the Chief Executive or a Director in the NMS. This is the person in whom the authority of the meteorological service certificate is vested. NMSs who wish to have their organisation to be certified under the International Standards Organisations (ISO) 9001 and CAR Part 174 to ensure that they appoint Quality Manager or Quality Assurance Manager (QAM), reference WMO_1100 clause 5.3, 174.51(a)(2) par-5.

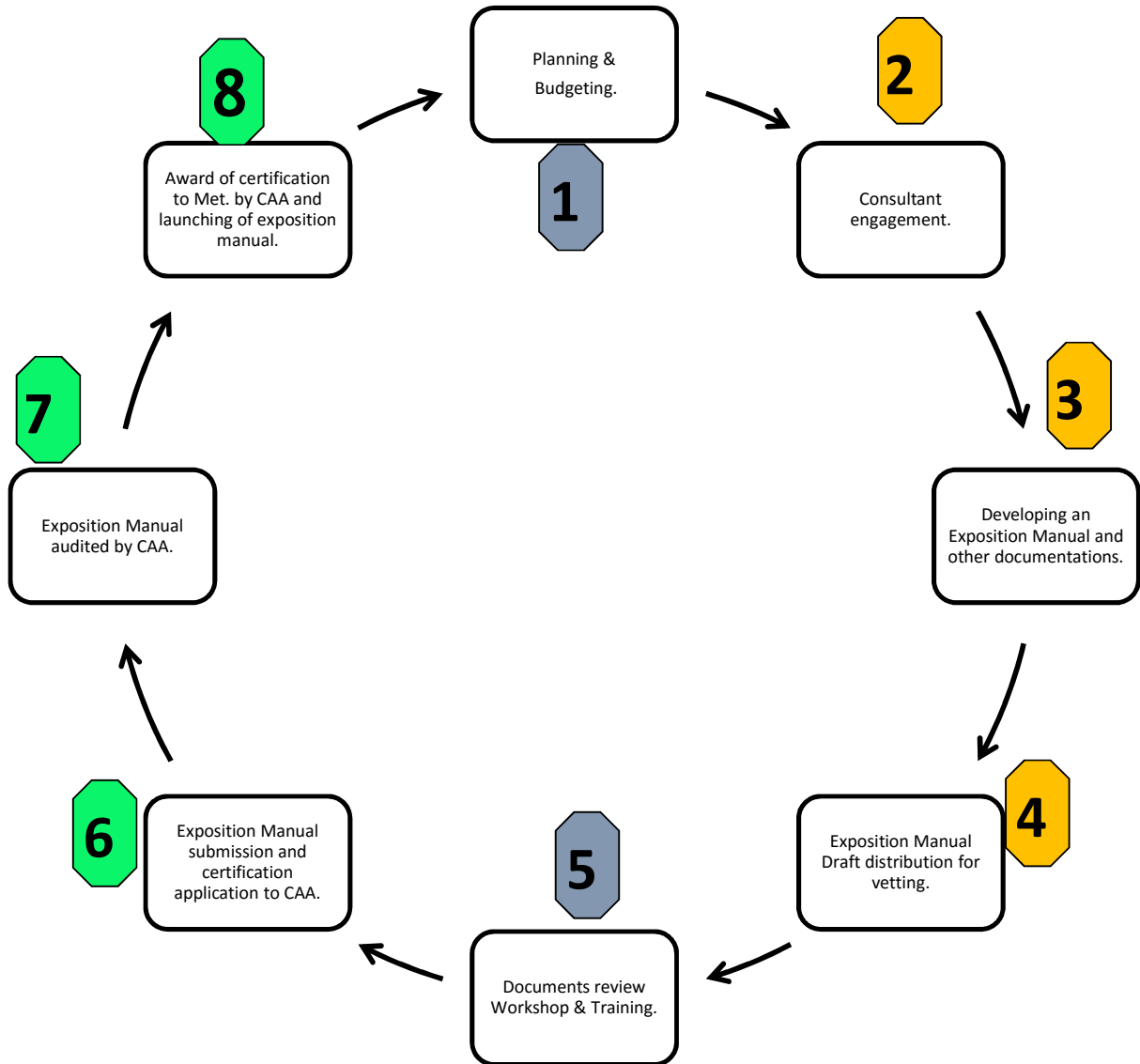
ABBREVIATIONS:

AC	- Advisory Circular.
AMS	- Aviation Meteorology Services
ATS	- Air Traffic Service
CAA	- Civil Aviation Authority.
CAASI	- Civil Aviation Authority of Solomon Islands
CAR	- Civil Aviation Rule
FIR	- Flight information Region
ICAO	- International Civil Aviation Organisation
ISO	- International Standardisation Organisation
LOA	- Letter of Agreement
MCA	- Ministry of Communication and Aviation
MECDM	- Ministry of Environment, Climate Change, Disaster Management and Meteorology
MET	- Meteorology
MOU	- Memorandum of Understanding
NMHS	- National Meteorology and Hydrology Services
PIAWS	- Pacific Islands Aviation Weather Services.

ABBREVIATIONS:

- PS** - Permanent Secretary
- QAM** - Quality Assurance Manager (also refers to Quality Assurance Management).
- QMS** - Quality Management System
- SIMS** - Solomon Islands Meteorological services
- WMO** - World Meteorology Organisation

SAMPLE CAR PART 174 CERTIFICATION PROCESS.



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QAM/QMS (SIMS)

SIMS QMS Process Map dated: 08/08/2016.

DEVELOPMENT STAGES OF CAR PART 174 CERTIFICATION FOR AMS.

This is the brief outline for stages on Aviation Meteorology Services certification under CAR 174:

1. Stage 1: Planning and Budgeting:

The first stage is the planning and budgeting; the Met. Management to put into the annual work plan and allocate a budget for the 174 certification task which will cover the costs for a consultant, documentations, workshop/training, launching of the exposition manual and the certificate handover ceremony.

2. Stage 2: Consultant engagement:

Since a QMS Manager got very tied work schedules, therefore, to engage a consultant is the best option. Met. Management to identify, appoint, engage and sign an agreement with the consultant. The consultant to work with the QMS Manager and the Senior officers to develop the exposition manual for Aviation Meteorology Service.

3. Stage 3: Developing an Exposition Manual:

The third stage is to develop the exposition manual. All Senior Officers to contribute and work closely with the consultant so that the exposition manual development to be completed in time.

4. Stage 4: Exposition Manual draft distribution for vetting:

At this stage the first draft of the exposition manual is available and to be distributed to legal expert and Senior Met. Officers for review and vetting of the document.

5. Stage 5: Document review Workshop & Training:

The 5th stage is the final review for the final draft of the document, the consultant will present the exposition document to the Senior Met. Officers as part of the training. Inputs from the review workshop will be taken into account as the edits for the exposition document.

6. Stage 6: Exposition Manual submission and certification application to CAA.

The 6th stage is whereby the certification application is submitted to the CAA plus the exposition manual, the nominated Senior Persons names (Form CAA 24175/01) and the Exposition Matrix (Form CAA 24174/02).

7. Stage 7: Exposition Manual audited by CAA.

At this stage the CAA will engage an external (third party) Auditor to audit the exposition manual based on Rule 174 and its compliance.

8. Stage 8: Award of certification to Met. by CAA and launching of exposition manual.

This is the final stage whereby the CAA will issue the certification to Meteorology Service for the province of Meteorology Services for aviation according to CAR Part 174.5. The Meteorology Service may arrange an official ceremony for this certification handover and at the same time to launch the new exposition manual for Aviation Meteorology Service.

CERTIFICATION REQUIREMENTS UNDER RULE 174 BY CAA.

The Civil Aviation Rule clause and Advisory Circulars that required Meteorology Services to be certified as a service provider for Aviation Meteorology Services.

1. Pacific Island countries who adopted the New Zealand Civil Aviation Standard are required as a service provider to meet the Civil aviation Rule parts which is

applicable to their service, for instance Meteorology Service to meet the requirements under Rule Part 174.

2. Civil Aviation Rule Part 174.5 & 174.9 stated the Meteorology Service certification requirements.
3. Advisory Circular AC 174-1 Aviation Meteorology Service organisations.
4. Advisory Circular AC 00-3 Internal Quality Assurance.
5. CAR Part 174.77, CAR Part 100.3 & AC 100-1 requires the implementation Of Safety Management. NMHSs' QMS must also be integrated with the Safety Management System (SMS).

DURATION OF CERTIFICATION CAR 174.13.

A Meteorology Service certificate may be granted or renewed for a period of up to 5 years (it depends on the National CAA).

RENEWAL OF CERTIFICATE CAR 174.15.

1. An application for the renewal of a Meteorology Service certificate shall be made on form CAA 24174/01.
2. The application shall be submitted to the Director before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

ACTION TAKEN TO MAINTAIN THE CERTIFICATION.

The action to main the certification lies in the hands of the Top Management, the Section Managers and the Staff, a continually improvements, measuring and monitoring the service provisions and the operations is vitally importance. I wish to state the following important areas:

1. External & internal Audits; action taken to close items raised from the audits.
2. Staff competency assessments and trainings.
3. Calibration and comparison checks on all instruments and equipments.
4. Incidence investigating, faults reporting system and corrective action.
5. Management review meetings.
6. Provision of resources to support the service (Man power, logistics, tools, equipment etc.).
7. Maintain the communication and observation networks to the required QMS targets.

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