

	<p>Company Name</p> <p style="text-align: center;"><b>የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን</b>  <b>ETHIOPIAN CIVIL AVIATION AUTHORITY</b></p>	<p>Document No. ECAA/ANR/CL/006</p>	
<p>Document title</p> <p style="text-align: center;"><b>Aeronautical Meteorology Services Inspection Checklist</b></p>		<p>Issue No. 1</p>	<p>Page No Page 1 of 34</p>

**APPROVAL PAGE**

This Check list for MET Inspector has been prepared by Air Navigation Regulation Directorate to assist the effort of the Ethiopian Civil Aviation Authority to maintain the provision of effective Air Navigation Services with in Ethiopia airspace.

It is important to note that the Check list for MET Inspector improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the Check list for MET Inspector on June, 2016 to be used as guidance to MET Inspector.

Approved by .....  
*For* **Woseniyeh Hunegnaw (Col.)**  
 Date June, 2016 **Director General**




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Checklist Number: MET 01

Audit/inspection 2016

Site Addis Ababa Bole Int. Airport MET office

**Requirement:**

The MSP shall comply with the requirements of the World Meteorological Organization in respect of qualifications and training of meteorological personnel providing service for international air navigation;  
STD Annex 3, 2.1.5, Doc 9734 part A 3.4 & 3.7

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the NMA complied with the requirements of the World Meteorological Organization in respect of qualifications and training for its technical staff?		
2. Is there evidence indicating that the establishment of training program for MET technical staff?		
3. Is there evidence indicating that the training provided for technical staff according to training program?		
4. Has NMA developed job description for its technical staff?		
5. Does the NMA maintain training records for its technical staff?		

**Audit Sampling Methods**

**Additional Comments**

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Checklist Number: MET 02

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:** ECAA shall ensure that the National Meteorological Agency establishes and implements a properly organized quality system comprising procedures, processes and resources necessary to provide for the quality management of the meteorological information to be supplied to the users); STD Annex 3,2.2.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the National Meteorological Agency established a properly organized quality system?		
2. Is there evidence indicating that the established a quality system comprising procedures, processes, and resources to provide for the quality management of the meteorological information?		
3. Is there evidence indicating that the established quality system was conformed with the International Organization for Standardization (ISO) 9000 series of quality assurance standards		
4. Does the established QMS include Meteorological forecast verification system?		
5. Is there evidence indicating that the properly organized quality system implementation?		
<b>Audit Sampling Methods</b>		

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**Additional Comments**

Checklist Number: MET 03      Audit/inspection 2016      Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

The MSP shall carry out all or some of the following functions as necessary to meet the needs of flight operations at the aerodrome:

- a) prepare forecasts for flights
  - b) prepare forecasts of local meteorological conditions;
  - c) maintain a continuous survey of meteorological conditions over the aerodromes;
  - d) provide briefing, consultation and flight documentation to aeronautical users
  - e) supply other meteorological information to aeronautical users;
- display the available meteorological information to aeronautical users; STD Annex 3,3.3.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the meteorological forecasts are prepared for flights?		
2. Is there evidence indicating that meteorological briefing, consultation, and flights documentation provided to aeronautical users?		
3. Is there evidence indicating that the availability of displaying meteorological information to aeronautical users?		
4. Is there evidence indicating that meteorological conditions maintained a continuous survey over the aerodromes?		
5. Is there evidence indicating that other meteorological information is supplied to aeronautical users?		

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**Additional Comments**

Checklist Number: MET 04

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**Requirement:**

National Meteorology Agency shall arrange for its aeronautical meteorological stations to be inspected to ensure that a high standard of observation is maintained, that instruments and all their indicators are functioning correctly;  
STD Annex 3, 4.1.4

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does National Meteorology Agency arrange for its aeronautical meteorological stations to be inspected?		
2. Are digital wind direction and speed indicators functioning continuously and correctly?		
3.		
4.		

**Audit Sampling Methods**

**Additional Comments**

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Checklist Number: MET 05

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Intended instrument approach and landing operations, automated equipment for measuring or assessing, as appropriate, and for monitoring and remote indicating of surface wind, visibility, runway visual range, height of cloud base, air and dew-point temperatures and atmospheric pressure shall be installed to support approach and landing and take-off operations; STD Annex 3, 4.1.5

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does automated equipment (AWOS) installed to support approach and landing and take- off operation?		
2. Are automated equipment (AWOS) functioning continuously & correctly?		
3.		
4.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 06

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

An agreement between the National Meteorology Agency and the Air Traffic Service should be established to cover, amongst other things:

- a) the provision in air traffic services units of displays related to integrated automatic systems;
- b) the calibration and maintenance of these displays/instruments;
- c) the use to be made of these displays/instruments by air traffic services personnel; RP, Annex 3, 4.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is the agreement established between Air traffic services (ATS) and MET authorities for the provision of MET services?		
2. Does the agreement cover the provision in air traffic services units of displays related to integrated automatic systems?		
3. Does the agreement include the calibration and maintenance of at MET office & Control tower displayers/ instruments?		
4. Does the agreement include meteorological information obtained from aircraft at taking- off or landing?		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 07

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Aeronautical meteorological stations shall make routine observations at fixed intervals, routine observations shall be made throughout the 24 hours each day; the reports of observations shall be issued as:

- a) local routine reports disseminated at aerodrome of origin for arriving and departing aircraft
- b) *METAR* for dissemination beyond the aerodrome for intended flight planning; STD Annex 3, 4.1.3, and Annex 3, 4.3.1 & 4.3.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is local report issued and disseminated to users for intended arriving and departing aircraft ?		
2. Is METAR issued and disseminated for Intended flight planning beyond the aerodrome?		
3.		
4.		
5.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 08

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

A list of criteria for special observations shall be established by the National Meteorology Agency in consultation with the ATS; STD Annex 3, 4.4.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the MET Authority, in consultation with ATS Authority, promulgated regulation for special observation?		
2. Is there evidence indicating that the establishment of a list of criteria for special observations?		
3.		
4.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 09

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**Requirement:**

Reports of special observations shall be issued as;

- a) local special reports disseminated for intended for arriving and departing aircraft
- b) SPECI issued and disseminated intended for flight planning; ATD Annex 3,4.4.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does the MET office issue local special routine reports, and disseminate it to the aerodrome of origin users ?		
2. Does the MET office issue and disseminate SPECI beyond the aerodrome of origin?		
3.		
4.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 10

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Local routine and special reports and METAR and SPECI shall contain following elements in the order Indicated;

- a) identification of the type of report; b) location indicator; c) time of the observation;
- d) identification of an automated or missing report, when applicable;
- e) surface wind direction and speed; f) visibility; g) present weather; i) cloud amount, cloud type
- j) air temperature and dew-point temperature; and
- k) QNH and, when applicable, QFE; Annex 3.4.5.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is the meteorological reports identified as Local routine and special reports and METAR and SPECI types of reports?		
2. Is local indicator contained in local routine and special reports and METAR and SPECI reports ?		
3. Is time of observation contained in local routine and special reports and METAR and SPECI reports ?		
4. Is time surface wind direction and speed contained in local routine and special reports and METAR and SPECI reports ?		
5. Is visibility, present weather, cloud amount, & type air temp. & dew-point temp. and QNH, included in local routine and special reports and METAR and SPECI reports ?		

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**Audit Sampling Methods**

**Additional Comments**

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Checklist Number: MET 11

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Sensors for representative the surface wind observations for local routine and special reports should be sited to give the best practicable indication of the conditions along the runway and the touchdown zone; STD Annex 3, 4.6.1.1. & 4.6.1.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the wind observations should be obtained by the use of sensors appropriately sited?		
2. Is there evidence indicating that the wind sensor for the surface wind observations for local routine and special reports sited to give the best practicable indication of the conditions along the runway and the touchdown zone?		
3.		
4.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 12

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Special observations shall be made by all aircraft whenever the following conditions are encountered or observed:

- a) moderate or severe turbulence; or b) moderate or severe icing; or c) severe mountain wave; or d) thunderstorms, without hail, that are obscured, embedded, widespread or in squall lines; or e) thunderstorms, with hail, that are obscured, embedded, widespread or in squall lines; or f) heavy duststorm or heavy sandstorm; or
- g) volcanic ash cloud; or h) pre-eruption volcanic activity or a volcanic eruption; STD Annex 3, 5.5

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1 Are Special observations made by all aircraft whenever they encounter the aircraft?		
2. Is there a provision or arrangement to receive routine and special air-reports from the ATS units as soon as they are received?		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 13

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

National Meteorology Agency shall make arrangements with the ATS authority to ensure that, on receipt by the air traffic services units of the special air traffic services units relay them without delay to their associated meteorological watch office;  
STD Annex 3, 5.8

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the receipt by the air traffic services units of special air-reports including those volcanic ash, the air traffic services units relay them without delay to meteorological office?		
2. Is there evidence indicating that the receipt by the air traffic services units of special air-reports including those volcanic ash, the air traffic services units relay them without delay to meteorological watch office?		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 14

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

An aerodrome Terminal Forecast (TAF) shall be prepared, on the basis of regional air navigation agreement, by the aerodrome meteorological office;  
STD, Annex 3, 6.2.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does the Aerodrome Meteorological Office issue an Aerodrome Terminal Forecast (TAF)?		
2.		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 15

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**Requirement:**

An aerodrome forecast shall be issued at a specified time not earlier than one hour prior to the beginning of its validity period and consist the expected meteorological conditions at an aerodrome for a specified period; STD Annex 3, 6.2.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is there evidence indicating that the aerodrome forecast issued at a specified time not earlier than one hour prior to the beginning of its validity period?		
2. Does an aerodrome forecast consist of the expected meteorological conditions of an aerodrome for a specified period?		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 16

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Aerodrome Terminal forecast (TAF) and amendments shall be issued including the following information in the order indicated:

- a) identification of the type of forecast; b) location indicator; c) time of issue of forecast;
- d) identification of a missing forecast, when applicable; e) date and period of validity of forecast; f) identification of a cancelled forecast, when applicable; g) surface wind;
- h) visibility; i) weather; j) cloud; and
- k) expected significant changes to one or more of these elements during the period of validity; STD Annex 3, 6.2.3

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is the forecast type identified as the Terminal aerodrome forecast (TAF)?		
2. Does the TAF include location indicator?		
3. Does the TAF include date and period of validity of forecast?		
4. Des the TAF include surface wind; visibility; weather; cloud; and expected significant changes to one or more of these elements during the period of validity?		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 17

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

A landing forecast shall be prepared by the aerodrome meteorological office which designated by the National Meteorology Agency; STD Annex 3,6.3.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is a landing forecast prepared by aerodrome meteorological office?		
2.		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Checklist Number: MET 18

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**Requirement:**

Landing forecasts shall be prepared in the form of a trend forecast; STD Annex 3, 6.3.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is the landing forecasts prepared in the form of a trend forecast?		
2.		
3.		
4.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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**Requirement:**

A forecast for take-off shall be prepared by the aerodrome meteorological office designated by National Meteorological Agency; STD Annex 3, 6.4.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is a forecast prepared for take-off?		
2.		
3.		

**Audit Sampling Methods**

**Additional Comments**

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Checklist Number: MET 20

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

ECAA, having accepted the responsibility for providing air traffic services within a flight information region or a control area, on the basis of NMA and ATS agreement, one meteorological watch office shall be established ; STD Annex 3; 3.4.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does NMA establish meteorological watch office?		
2.		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Please make sure that this is the correct issue before use



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Checklist Number: MET 21

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

A meteorological watch office shall:

- a) maintain continuous watch over meteorological conditions affecting flight operations ;
  - b) issue or prepare SIGMET and other information;
  - c) supply SIGMET information and, as required, other meteorological information to associated air traffic services units; d) disseminate SIGMET information and
  - e) supply information received on pre-eruption volcanic activity, a volcanic eruption and volcanic ash cloud for which a SIGMET that has not already been issued ;
- STD Annex 3; 3.4.2 & 7.1.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does A meteorological watch office issue SIGMET and other Meteorological information?		
2. Does a meteorological watch office supply SIGMET information and, as required, other meteorological information to associated air traffic services units?		
3. Does a meteorological watch office disseminate SIGMET information?		
4. Does a meteorological watch office supply information received on pre-eruption volcanic activity, a volcanic eruption and volcanic ash cloud?		

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5 Does Meteorological watch office maintain continuous watch over meteorological conditions affecting flight operations?

**Audit Sampling Methods**

**Additional Comments**



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Checklist Number: MET 22

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

AIRMET information shall be issued by a meteorological watch office in accordance with regional air navigation Agreement and AIRMET information shall be cancelled when the phenomena are no longer occurring or are no longer expected to occur in the area. STD Annex 3,7.2.1 & 7.2.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does meteorological watch office prepare AIRMET information?		
2. Is AIRMET information be cancelled when the phenomena are no longer occurring or are no longer expected to occur in the area?		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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**Requirement:**

Wind shear warnings shall be prepared by the aerodrome meteorological office for aerodromes where wind shear is considered a factor for affect aircraft, with the appropriate air traffic services unit and operators concerned. STD Annex 3,7.4.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does aerodrome meteorological office prepare wind shear warnings?		
2.		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Briefing and/or consultation shall be provided, on request, to flight crew members and/or other flight operations Personnel; STD Annex 3,9.2.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does briefing and/or consultation shall be provided, on request, to flight crew members and/or other flight operations Personnel?		
2.		
<b>Audit Sampling Methods</b> (where to look and how many to look at, find, discuss or interview)		
<b>Additional Comments</b> (use additional pages as needed)		

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Site Addis Ababa Bole Int. Airport MET Office

**Requirement:**

Aerodrome meteorological offices or meteorological watch offices in accordance with regional air navigation agreement shall supply search and rescue services units with the meteorological information they require in a form established by mutual agreement;  
STD Annex 3.10.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Do Aerodrome meteorological offices supply search and rescue services units with the meteorological information they require in a form established by mutual agreement?		
2. Does meteorological watch office supply search and rescue services units with the meteorological information they require in a form established by mutual agreement?		
3.		

**Audit Sampling Methods** (where to look and how many to look at, find, discuss or interview)

**Additional Comments** (use additional pages as needed)

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**Requirement:**

The National Meteorology Agency shall arrange for the supply of up to- date meteorological information to relevant aeronautical information services units, as necessary, for the conduct of their functions. ; STD Annex 3,10.3

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Does NMA arrange for the supply of up to- date meteorological information to relevant aeronautical information services unit?		
2.		
3.		

**Audit Sampling Methods** (where to look and how many to look at, find, discuss or interview)

**Additional Comments** (use additional pages as needed)

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**Requirement:**

Suitable Communication facilities shall be made available to permit aerodrome meteorological offices and, as necessary, aeronautical meteorological stations to supply the required meteorological information to air traffic services units; STD Annex 3,11.1.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is communication facilities available to permit aerodrome meteorological offices and, as necessary, aeronautical meteorological stations to supply the required meteorological information to air traffic services units?		
2.		
3.		
4.		

**Audit Sampling Methods** (where to look and how many to look at, find, discuss or interview)

**Additional Comments** (use additional pages as needed)

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**Requirement:**

- 1) Local routine and local special reports
- 2) METAR and SPECI , are issued in accordance with the format in Annex 3;  
STD Annex 3, App 3, 2.1.1 & 2.1.2

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is local routine report issued in accordance with the format in Annex 3?		
2. Is local special report issued in accordance with the format in Annex 3?		
3. Is METAR report issued in accordance with the format in Annex 3?		
4. Is SPECI report issued in accordance with the format in Annex 3?		
5.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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**Requirement:**

Terminal Aerodrome Forecast (TAF) is issued in accordance with the format in Annex 3;  
STD Annex 3, App 5,1.1.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is Terminal Aerodrome Forecast (TAF) issued in accordance with the format in Annex 3?		
2.		
3.		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

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**Requirement:**

- 1) SIGMET
- 2) AIRMET information,
- 3) Aerodrome warnings and
- 4) wind shear warnings and alerts are issued in accordance with the format in annex 3  
STD annex 3, app 6, 1.1.1, 2.1.1, 5.1.1 & 6.2.1

Checklist Questions	Compliance verified? (yes or no)	Evidence and/or Observations
1. Is SIGMET information issued in accordance with the format in annex 3?		
2. AIRMET information issued in accordance with the format in annex 3?		
3. Is Aerodrome warnings in accordance with the format in annex 3?		
4. Are Wind shear warnings and alerts issued in accordance with the format in annex 3?		
<b>Audit Sampling Methods</b>		
<b>Additional Comments</b>		

Please make sure that this is the correct issue before use