



# Advisory Circular

CAA-AC-MET 001

KENYA CIVIL AVIATION AUTHORITY

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## GUIDANCE ON DEVELOPING OF JOB DESCRIPTION FOR TECHNICAL STAFF PROVIDING METEOROLOGICAL SERVICES FOR AIR NAVIGATION

### 1.0 Purpose

1.1 The purpose of this Advisory Circular is to guide Meteorological Service Providers in developing job descriptions for technical staff providing meteorological services for air navigation.

1.2 This Advisory Circular provides guidelines to ensure job descriptions for the technical staff are aligned to the overall objectives, functions and activities of meteorological services described in Part 1, Section 3 of the Manual of ANS Standards.

### 2.0 References

- 2.1 Air Navigation Services Regulations;
- 2.2 ICAO Annex 3 – Meteorological Services for International Air Navigation
- 2.3 ICAO DOC. 8896; Manual of Aeronautical Meteorological Practice
- 2.4 Manual of ANS Standards Part I Section 3 – MET.

### 3.0 Introduction

3.1 Meteorological services shall be provided for the safety, regularity and efficiency of air navigation. This is achieved by supplying users with meteorological information necessary for the performance of their respective functions. The State shall determine the meteorological services which will be provided to meet the needs of air navigation including areas over the high seas in the Flight Information Region.

3.2 Regulation 41 of the Civil Aviation (Air Navigation Services) Regulations requires the CAA to designate a service provider to provide meteorological services for air navigation. The regulation requires that the CAA prescribes rules, requirements, procedures or standards of designation of such service provider. The regulations further require that the services provided by the designated service provider be in accordance with conditions prescribed by the CAA. The

Manual of ANS Standards, Part 1 Section 3 prescribes standards for meteorological services provided for air navigation.

#### **4.0 Functions and Activities of Meteorological Services for air Navigation**

In order to meet the objectives of meteorological services for air navigation, the designated meteorological Authority shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely provision of meteorological information. The meteorological Authority shall in this regard establish one or more aerodrome and/or other meteorological offices which shall be adequate for the provision of meteorological services required to satisfy the needs of air navigation. The designated Meteorological Authority shall develop job descriptions for technical staff providing meteorological services for air navigation in order to ensure that their functions and activities are aligned to the requirements of the regulations and the Manual of ANS Standards.

#### **5.0 Job descriptions of Meteorological Technical Staff**

As a general guide, the duties and responsibilities of Meteorological Technical Staff providing meteorological services for air navigation shall include the following;

- a) Prepare and/or obtain forecasts and other relevant information for flights; the extent of responsibility to prepare forecasts shall be related to the local availability and use of en-route and aerodrome materials received from other offices;
- b) Prepare and/or obtain forecast of local meteorological conditions;
- c) Maintain a continuous survey of meteorological conditions over the aerodromes;
- d) Provide briefing, consultation and flight documentation to flight crew members and/or other flight operations personnel;
- e) Supply other meteorological information to aeronautical users;
- f) Display the available meteorological information;
- g) Exchange meteorological information with other meteorological offices;
- h) Supply information received on pre-eruption volcanic activity, volcanic eruption or volcanic ash cloud to the ATS Units, AIS Units and Meteorological Watch Offices
- i) Supply information received concerning the accidental release of radioactive materials into the atmosphere within his area of responsibility to the air traffic providers for dissemination