



Kenya Civil Aviation Authority
Efficiently Managing Air Safety

Advisory Circular

CAA-AC-MET003E

December 2025

DEVELOPMENT OF TRAINING PROGRAMME FOR TECHNICAL STAFF PROVIDING METEOROLOGICAL SERVICE FOR AIR NAVIGATION

1.0 PURPOSE

- 1.1 This Advisory Circular (AC) is issued to provide general information and guidance on the development of a Training Programme for Technical Staff providing Meteorological Service for Air Navigation.
- 1.2 This advisory Circular supersedes CAA-AC-MET-003D issued in December 2024.

2.0 REFERENCES

- 2.1 The Civil Aviation (Meteorological Service for Air Navigation) Regulations.
- 2.2 Doc 8896 – Manual of Aeronautical Meteorological Practice.
- 2.3 Technical Regulations (WMO No.49), Volume I - General Meteorological Standards and Recommended Practices, Part V - Qualifications and Competencies of Personnel Involved in the Provision of Meteorological (Weather and Climate) and Hydrological Services, Part VI — Education and Training of Meteorological Personnel, and Appendix A — Basic Instruction Packages.
- 2.4 WMO No. 1083 - Guide to implementation of Education and training standards in Meteorology and Hydrology (Vol I - Meteorology)
- 2.5 WMO No. 1205 - Guide to Competence (2018 Edition)

3.0 GUIDANCE AND PROCEDURES

3.1 General

- 3.1.1 Meteorological Service for Air Navigation shall be provided by the Aeronautical Meteorological Service provider (AMSP) and details of services provided are included in the Civil Aviation (Meteorological Service for Air Navigation) Regulations.
- 3.1.2 Kenya shall ensure that the AMSP complies with the requirements of the World Meteorological Organization (WMO) and Civil Aviation (Meteorological Service for Air Navigation)

Regulations, in respect of qualifications, competencies, education and training of Meteorological Personnel providing service for Air Navigation.

3.1.3 Kenya Civil Aviation Authority is hereby recommending a systematic approach in the provision of Training to Technical Staff engaged in provision of Meteorological Service for Air Navigation.

4.0 Development of a Training Programme

4.1 Categories of personnel to be trained

4.1.1 The following categories of Personnel are covered by this Circular:

- 4.1.1.1 Aeronautical Meteorological Observers (Technicians)
- 4.1.1.2 Aeronautical Meteorological Forecasters/Meteorologists (AMF)

4.2 Minimum Academic Qualification

4.2.1 The minimum academic qualification shall be as follows;

- 4.2.1.1 Meteorologist / Aeronautical Meteorological Forecaster: a person who holds a university-level degree or equivalent; has acquired an appropriate level of knowledge of mathematics, physics, chemistry and computer science, and has completed the Basic Instruction Package for Meteorologists (BIP-M); and
- 4.2.1.2 Aeronautical Meteorological Observers (Technician): a person who has completed the Basic Instruction Package for Meteorological Technicians (BIP-MT).

4.3 Approved Training Organizations

4.3.1 Kenya Civil Aviation Authority shall recognise Training conducted at any recognised Training Organisation.

4.4 Requirements for Training

4.4.1 Aeronautical Meteorological Forecasters (Meteorologist)

- 4.4.1.1 The basic education and training of Meteorological personnel engaged in the provision of Meteorological Forecasts for Aeronautical purposes is similar to that of all Meteorological Personnel engaged in operational weather forecasting.
- 4.4.1.2 Details on the required knowledge and skills are given in WMO No.49, Volume I Part V – Meteorology, Qualifications and Competencies of Personnel Involved in the Provision of Meteorological (Weather and Climate) and Hydrological Services. However, for AMF, the Weather Forecasting instruction should be supplemented by special courses in

Aviation knowledge and procedures for Meteorological Service to Air Navigation. Particular emphasis is to be placed on;

- (1) the study, analysis and forecasting of the influence of the atmosphere on the operation of aircraft.
- (2) particular hazardous weather phenomena to be considered include:
 - (a) low visibility and/or low cloud at aerodromes;
 - (b) low-level wind shear; turbulence (including clear-air turbulence);
 - (c) icing;
 - (d) thunderstorms;
 - (e) tropical cyclones;
 - (f) upper winds and temperatures;
 - (g) jet streams and tropopause; and,
 - (h) volcanic ash.

4.4.1.3 Syllabi for these subjects are given in Section 4.9 below, which reiterates the provisions of WMO No.49 and Civil Aviation (Meteorological Service for Air Navigation) Regulations.

4.4.1.4 The time taken to acquire this Aeronautical Meteorology specialization will primarily depend on the prior Meteorological Training and experience of the individual Trainee and shall be attained as follows;

- (1) an experienced Forecaster from an alternative specialization would likely require 60 hours tuition combined with some two to six weeks supervised on-the-job experience in order to perform competently as an Aeronautical Forecaster.
- (2) for a Trainee with little Forecasting experience, the Aeronautical specialization would likely require a minimum of 240 hours tuition combined with some three to nine months supervised on-the-job experience.
- (3) to gain the maximum benefit of the on-the-job experience, this period may encompass situations where the Trainee will be exposed to both hazardous and non-hazardous weather conditions.

4.4.1.5 Assess the competency of AMF Trainee before they would be assigned to the position of Aeronautical Meteorological Forecasters. Passing this assessment could be regarded as a proof of fulfilling competency requirements, irrespective of the length of the Training period (which may fall outside the above recommended number of Tuition hours).

4.5 Duties and tasks in Aeronautical Meteorological Offices

4.5.1 The primary duties might be summarised as follows:

4.5.1.1 Prepare and/or obtain forecasts and other relevant information for Aerodromes, Flight Information regions, routes and flights with which it is concerned.

4.5.1.2 Maintain a continuous survey of Meteorological conditions over the Aerodromes, Flight Information regions and routes for which it is designated to prepare forecasts.

4.5.2 The extent of the office's responsibilities to prepare forecasts shall be related to the local availability and use of en-route and Aerodrome Forecast material received from other offices.

4.6 Knowledge and Skills Requirements in Weather Forecasting

4.6.1 Forecasters working in Meteorological offices serving International Air Navigation must have the knowledge and skills to maintain an appropriate weather watch, to analyze the weather situation and to prepare and communicate Weather Forecasts.

4.6.2 The guidance for the AMF below is recommended by KCAA and WMO:

4.6.2.1 **Atmospheric processes and phenomena;** The AMF should know and be able to explain the main atmospheric processes and phenomena from the planetary to local scales; and know the region-specific weather phenomena, be able to interpret the major meso-local scale particularities of the atmospheric dynamics over the assigned area.

4.6.2.2 **Analysing and monitoring the weather;** Analyse and interpret synoptic charts, diagrams and graphics; integrate all available data to produce a consolidated diagnosis; perform real-time weather monitoring, utilising all available remote sensing technologies such as radar surveillance and satellite imagery; constantly monitor the actual weather evolution, particularly the severe weather aspects associated with microclimates in the assigned area.

4.6.2.3 **Weather forecasting;** Know and be able to apply Weather Forecasting principles, methods and techniques; understand the operation of NWP models; and be able to utilize their strengths while being aware of their weaknesses. Verify, interpret and use NWP output; adding value to model or guidance forecasts where appropriate.

4.6.2.4 **User-specific forecasts and warnings;** Elaborate and distribute regional/local and user specific forecasts; verify the ongoing forecasts; identify errors and amend erroneous forecasts as appropriate; issue warnings; and provide reliable emergency services. Comprehend users' needs and risk-taking limitations.

4.6.2.5 **Information technology and data processing;** Know and be able to use the operational system technology; and understand and be able to apply basic operating system functions, data processing and visualization technology.

4.7 Specific Knowledge and Skills for Aeronautical Meteorological Forecaster

4.7.1 In addition to the general weather analysis and forecasting skills, an AMF is required to have skills in diagnosing and forecasting Aviation specific phenomena, knowledge and skills in the use of Aviation specific codes and practices, as well as an appreciation of the impact of their forecasts

on Aviation operations. The skills requirement for AMFs recommended by KCAA, are summarized below.

- 4.7.1.1 **Weather phenomena;** understanding the Weather Phenomena hazardous to Aviation and their analysis and forecasting; understanding which Meteorological parameters are crucial for the Safety and regular operations of Aviation user groups.
- 4.7.1.2 **Aviation specific phenomena;** Be able to forecast aircraft icing; turbulence; wind shear; volcanic ash dispersal; other hazardous phenomena.
- 4.7.1.3 **Weather monitoring;** Perform continuous monitoring of weather phenomena relevant to Aviation including the use of reports from aircraft where available; understand the evolution of the weather phenomena observed at the aerodrome; carry out the required observations and measurements.
- 4.7.1.4 **Meteorological codes;** Know all Aeronautical Meteorological codes, and criteria applied for warnings and change groups in TAF and TREND forecasts; follow the standards contained in WMO Technical Regulations and Civil Aviation Regulation.
- 4.7.1.5 **Satellite and radar interpretation;** Know how to interpret Satellite and Radar imagery, including analysis of the evolution of convective systems, frontal systems and tropical cyclones, location of fog and stratus, gravity waves in cirrus cloud and jet streams; and detection of icing potential in layer cloud and of volcanic ash and wind-shear.
- 4.7.1.6 **Weather forecasting;** Know and apply standard methods, techniques, and other numerical tools for forecasting low clouds, winds (including gusts), fog and reduced visibility, thunderstorms, heavy precipitation, hail, tropical cyclones, and volcanic ash cloud displacement; and know and apply customary algorithms and methods to forecast icing, mountain waves and turbulence (including clear-air turbulence).
- 4.7.1.7 **Local forecaster's responsibilities;** Perform proficiently the 'local' Forecaster's responsibilities, including the evaluation and dissemination of aerodrome warnings and short period forecasts; and understand and appreciate competently the local users' operational requirements.
- 4.7.1.8 **Special air-reports;** Be able to assess Special Air-Reports and, if appropriate, issue the corresponding SIGMET message.
- 4.7.1.9 **International Programmes;** Understand the functioning, interpretation and use of products from the World Area Forecast System (WAFS); understand the functioning, interpretation and use of products provided by the Volcanic Ash Advisory Centres (VAACs) and the requirements of the International Airways Volcano Watch (IAVW); understand the functioning of the Tropical Cyclone Advisory Centres (TCACs); and cooperate operationally with Air Traffic Services units

4.7.1.10 **Aviation operations;** Know Meteorological aspects of Flight Planning; definitions; procedures for Meteorological Services for International Air Navigation; Air Traffic Services (ATS); aerodromes; operation of aircraft; Aeronautical Information Services (AIS); and aeronautical telecommunications.

4.7.1.11 **Civil aviation regulation and WMO documentation;** Familiarize with the documents contained in the references list under 2.0 of this advisory circular. A syllabus framework for the Training required, acquiring this knowledge and skill is given in section 4.9.

4.8 Competency Requirements in Aeronautical Meteorology

4.8.1 In addition to the knowledge requirements set out above, a practicing Forecaster should have developed appropriate 'job competencies. These comprise the characteristics that should be displayed on a day-to-day basis. They demonstrate not only that a Forecaster can apply the knowledge identified in Sections 4.6 and 4.7 above, but also that the knowledge has been adapted to the local area. Additionally, job competencies also demonstrate whether the Forecaster has understood the special requirements of the area of operations and can interpret which elements of the job competencies are of higher and which are of lower importance. That balance will change depending on the local area.

4.8.2 Job competency will vary from country to country and job to job, but the following are the minimum generic competencies that should be demonstrated by all Aeronautical Meteorological Forecasters:

- 4.8.2.1 Perform weather watch and monitoring, including the ability to detect and forecast hazards relevant to the Aviation community, in accordance with Civil Aviation Regulations and WMO requirements.
- 4.8.2.2 Derive forecast and warning products to the standards required by the user community.
- 4.8.2.3 Communicate effectively, using appropriate language, with Aeronautical users, including oral briefings to Pilots and Dispatchers as necessary.
- 4.8.2.4 Tailor Meteorological products and services to Aviation operations, in accordance with State Aviation procedures and regulatory requirements.

4.9 Syllabus Framework for Aeronautical Meteorological Forecasters (Meteorologist)

4.9.1 The Training of new Aeronautical Meteorological Forecasters is set out in detail in the Guidelines (WMO No.1083). The following syllabus is intended to be used to both confirm that the training of existing Aeronautical Forecasters is adequate and to help identify any gaps or omissions so that they may be corrected, and the integrity of Air Safety is maintained.

4.9.2 The following list, recommended by the Civil Aviation Regulations, enumerates the topics that should be covered bearing in mind that this syllabus provides the underpinning skills and knowledge for the competencies;

4.9.2.1 Aircraft Icing:

- (1) Theory of formation of icing; processes and dependence upon temperature, drop size, liquid-water content, airframe configuration and aircraft speed.
- (2) Types of icing, clear ice, rime ice, hoar frost and mixed ice.
- (3) Ice accretion rates; association with cloud types; thunderstorms; freezing precipitation; orographic and frontal lifting effects.
- (4) ICAO criteria for reporting icing.
- (5) Methods of diagnosing and forecasting the risk of icing and means of avoiding icing areas.
- (6) Operational problems associated with icing: formation and effects of In-Flight icing on different types of aircraft; formation or deposition on parked aircraft; formation of In-Flight icing in engines.

4.9.2.2 Turbulence:

- (1) Turbulence near the ground; mechanical turbulence; convective turbulence; effects of boundary-layer turbulence on take-offs and landings; turbulence related to clouds, fronts and thunderstorms.
- (2) High-level Clear Air Turbulence (CAT); association with wind shear, jet streams, stability and tropopause inversion.
- (3) Mountain wave turbulence (both boundary layer and high-level).
- (4) Gravity waves.
- (5) Wake vortex.
- (6) ICAO criteria for reporting turbulence and mountain waves.
- (7) Methods of diagnosis and forecasting the risk of turbulence.
- (8) Operational problems associated with turbulence; means of avoiding turbulence areas.

4.9.2.3 Other hazardous phenomena:

- (1) Reduced surface visibility; fog types and their formation and dissipation; and other weather phenomena causing reduced surface visibility.
- (2) Low-level clouds; operational problems associated with low-level clouds in the terminal area and en-route.
- (3) Thunderstorms; associated phenomena; types: air-mass and severe thunderstorms.
- (4) Use of weather/Doppler radar for detecting and forecasting hazardous phenomena.
- (5) Wind shear; operational problems associated with wind shear in the approach and landing phases of flight.
- (6) Tropical cyclones; operational problems associated with tropical cyclones.
- (7) Volcanic ash; operational problems associated with volcanic ash.

4.9.2.4 Meteorological service for Air Navigation:

- (1) Air Navigation plans; the associated facilities and implementation document (FASID).
- (2) WAWS; and World Area Forecast Centres (WAFCs) and their functions.
- (3) Warnings for volcanic ash; VAACs and their functions; and IAVW.
- (4) Warnings for tropical cyclones; TCACs and their functions.
- (5) Meteorological offices and their functions; trend forecasts and TAF; wind shear and aerodrome warnings.
- (6) Meteorological watch offices; scope of Meteorological watch; SIGMET and AIRMET information.
- (7) Aeronautical Meteorological stations; their functions; local routine and special reports, METAR and SPECI.
- (8) Information for Operators and Flight Crew Members prior to departure, display of Meteorological information and flight documentation.
- (9) Information for aircraft in flight, VOLMET broadcasts and D-VOLMET.
- (10) Information for and from air traffic services; types of meteorological information required by ATS; transmission of aircraft meteorological reports by ATS.
- (11) Forms of meteorological messages; local routine and special reports; METAR and SPECI, TAF and amendments thereto; trend forecasts; route and area forecasts (including GAMET); SIGMET and AIRMET information; tropical cyclone and volcanic ash advisory; units of measurements.
- (12) Information for search and rescue.
- (13) Aeronautical climatological information.

4.9.2.5 Meteorological aspects of Flight Planning:

- (1) Meteorological basis for Flight Planning: great circle track; composite tracks; wind components; minimum time tracks; D-value; drift angle.
- (2) Requirements for en-route and aerodrome forecasts and reports; use of forecasts from the WAWS; direct supply of information to Operators for centralised operational control.
- (3) Preparation of area and route forecasts.
- (4) Briefing of Flight Crews and operational personnel.

4.9.2.6 Air Traffic Services:

- (1) Visual and Instrument Flight Rules (VFR/IFR); and Visual and Instrumental Meteorological Conditions (VMC/IMC).
- (2) Flight Information Service, Automatic Terminal Information Service (ATIS).
- (3) Low Visibility Procedures (LVP)
- (4) Air Traffic Control Service; terrain clearance; cruising level system; vertical separation minima; horizontal separation.
- (5) Functions of Area Control Centre, Approach Control Unit, Aerodrome Control Tower and Flight Information Centre; holding and approach procedures.

- (6) Search and Rescue Services.
- (7) CNS/ATM systems.
- (8) Air reporting; position reporting and Meteorological reporting procedures, Automatic Dependent Surveillance (ADS).
- (9) Co-ordination between ATS units and the Meteorological service; Meteorological observations performed by ATC.
- (10) Transition levels, layers and altitudes; the lowest usable flight level en-route.
- (11) Category II and III operations; role of runway visual range and height of cloud base.

4.9.2.7 **Aerodromes:**

- (1) Aerodrome lighting; its relation to operations in lower visibility conditions and to Runway Visual Range (RVR) assessment.
- (2) Effects of Meteorological parameters on Aerodrome Ground services; snow (snow clearing), precipitation (the effect of wet runways on braking action).
- (3) Parameters related to meteorology required by aerodrome authorities; aerodrome reference temperature, state of the runway, local climatological conditions (their effects on noise and atmospheric emissions by aircraft operations).
- (4) Aerodrome capacity management and its relation to operations in poor weather conditions.

4.9.2.8 **Operation of aircraft:**

- (1) Aerodrome operating minima; minima applicable to the regular and alternate international aerodromes.
- (2) Approach systems: visual and instrumental.
- (3) Categories of operations.
- (4) Altimeter setting procedures; the ICAO Standard Atmosphere.
- (5) Basic Flight Navigation, the principal aids basic aerodynamics to Navigation; methods of determining wind in flight.
- (6) Effects of meteorological parameters and phenomena on aircraft performance and fuel consumption.
- (7) Special requirements of General Aviation (IGA) and helicopter operations.

4.9.2.9 **Aeronautical Information Services:**

- (1) Aeronautical Information Publication (AIP); Aeronautical Information Circular (AIC); meteorological elements required.
- (2) NOTAM/ASHTAM/SNOWTAM.
- (3) ICAO Abbreviations and Codes.
- (4) Information concerning the Meteorological Service Aeronautical charts.

4.9.2.10 Aeronautical Telecommunications:

- (1) Organization of Aeronautical Telecommunications; procedures applicable to the preparation of Meteorological Messages.
- (2) Operation of the Aeronautical Fixed Service (AFS); Aeronautical Fixed Telecommunication Network (AFTN); Aeronautical Telecommunications Network (ATN).
- (3) Message headings, addressing of messages, priorities of messages; regional Aeronautical MET Telecommunication procedures (AMBEX, ROBEX).
- (4) Satellite Distribution System for Information relating to Air Navigation (SADIS) and International Satellite Communications System (ISCS).

4.9.2.11 ICAO definitions and terms (as interpreted in Civil Aviation Regulation, Part 1):

- (1) Air-report, Meteorological report, briefing, forecast, observation, GAMET area forecast, SIGMET and AIRMET information.
- (2) Visibility (for aeronautical purposes); prevailing visibility; runway visual range.
- (3) Altitude, elevation, height, density altitude, pressure altitude, flight level, cruising level, transition altitude, transition level, transition layer.
- (4) Operator, Operator's local representative, Pilot-In-Command.
- (5) Flight information region, terminal area, controlled airspace, advisory airspace, control zone, ATS route, airway, advisory route, Air Traffic Control service, air traffic advisory service, flight information service, alerting service; aerodrome control tower, area control centre, approach control unit.
- (6) Aerodrome, instrument runway, landing area, movement area, obstacle free zone, final approach, circling approach, initial visual approach, missed approach; take-off and initial climb-out phase.

4.10 Requirements for Training Aeronautical Meteorological Observers (Meteorological Technicians)

4.10.1 Basic

- 4.10.1.1 The basic education and training of Meteorological Personnel engaged in Meteorological observing for Aeronautical purposes are similar to that of all Meteorological Personnel engaged in all operational weather observing. Details on the required knowledge and skills are given in WMO No.1083.
- 4.10.1.2 However, for AMO, the weather observing instruction should be supplemented by special courses in Aviation knowledge and procedures for Meteorological Service to International Air Navigation. Particular emphasis is to be placed on the observing phenomena that influence the operation of aircraft. Syllabi for these subjects are given in Section 4.14 below, which reiterates the provisions of Civil Aviation Regulation and WMO No.49, Vol. II, and WMO No.1083.

- 4.10.1.3 The time taken to acquire this Aeronautical Meteorology specialization will primarily depend on the prior Meteorological Training and experience of the individual Trainee. As a guide, an experienced Observer from an alternative specialization would likely require 30 hours tuition combined with some two to four weeks supervised on-the-job experience in order to perform competently as an Aeronautical Observer.
- 4.10.1.4 However, for a Trainee with little practical observing experience, the Aeronautical Specialization would likely require 120 hours Tuition Training combined with a minimum two to four months supervised on-the-job experience. In order to gain the maximum benefit of the on-the-job experience, this period should encompass situations where the Trainee will be exposed to both hazardous and non-hazardous weather conditions.
- 4.10.1.5 The Authority requires assessment of the competency of Aeronautical Meteorological Observers before they are assigned to the position of Aeronautical Meteorological Observer. Passing this assessment shall be regarded as a proof of fulfilling competency requirements, irrespective of the length of the Training period (which may fall outside the above-recommended number of Tuition hours).

4.11 Knowledge and Skills Requirements in Weather Observation

In order to carry out these duties and tasks, Observers need to constantly monitor the local Meteorological conditions. Their Training should be guided by Civil Aviation Regulations and WMO No.1083, from which the following summary has been extracted:

- 4.11.1.1 **Surface observations;** Make Surface Meteorological observations; observe and record the parameters that make up a Meteorological message; encode the observations in the standard format; transmit coded information.
- 4.11.1.2 **Weather watch;** Analyse observations in the local area and be able to identify probable significant changes in weather at the station; know and understand the region-specific weather phenomena; be aware of likely weather sequences that are expected to affect the station.
- 4.11.1.3 **Weather alert;** Understand a basic weather briefing or forecast, so as to be able to identify changes from the expected evolution at the station; alert the Duty Forecaster and external users of the observed changes in the weather within the local area.
- 4.11.1.4 **Product distribution;** Distribute data and information; disseminate messages to users; issue routine and non-routine reports in accordance with normal working practice; answer questions from users.
- 4.11.1.5 **Equipment maintenance;** Carry out routine maintenance of observing/office equipment; operate and maintain automated weather stations, as appropriate.

4.12 Specific Knowledge and Skills for Aeronautical Meteorological Observer

4.12.1 In addition to the general observing skills, an Aeronautical Observer is required to constantly monitor the Meteorological conditions at the aerodrome and its vicinity; and to have skills and knowledge in the use of Aviation specific codes and practices as well as an appreciation of the impact of their observations on Aviation operations.

4.12.2 The following knowledge and skills recommended by the Authority, are summarized below.

- 4.12.2.1 **Aeronautical observations;** Knowledge of the procedures for the making of routine and special observations and reports.
- 4.12.2.2 **Hazardous phenomena;** Elementary knowledge of the phenomena hazardous to Aviation.
- 4.12.2.3 **Meteorological aspects of flight planning;** Knowledge of the technical Regulations on flight planning.
- 4.12.2.4 **Reporting, coding and dissemination of weather information;** Knowledge of the technical Regulations on reporting coding and dissemination of weather information.
- 4.12.2.5 **Definitions;** Knowledge of the Aeronautical definitions in accordance with the ICAO and WMO abbreviations and definitions.
- 4.12.2.6 **Procedures** for Meteorological Service for Air Navigation.
- 4.12.2.7 **Air Traffic Services;** Knowledge of technical Regulations on ATS.
- 4.12.2.8 **Operation of Aircraft;** Elementary knowledge of the operations
- 4.12.2.9 **Aeronautical telecommunications;** Elementary knowledge of the general organization of Aeronautical Telecommunications.
- 4.12.2.10 **WMO and Civil Aviation documentation;** Knowledge of the documents.

4.12.3 A syllabus for the Training required to acquire this knowledge and skill is framed in Section 4.13 below.

4.13 Competency Requirements in Aeronautical Observing

4.13.1 Following the Training, it is usual for Observers to undergo a period of on-the-job training at an Aviation Observing office before being permitted to operate unsupervised. During this period of Training, Observers develop the job competencies set out in WMO No.1083 and WMO No.49 to learn any special procedures relevant to the region or office in which they are working and also how products are generated and issued.

4.13.2 When establishing the minimum job competencies that an Observer must reach before becoming ‘independent’, it is essential to understand the area of operations and to interpret which job competencies are of high and which are of lower importance. That balance will change depending on local area. Therefore, a critical part of the on-the-job training is to become familiar with the procedures used in the area.

4.13.3 Job competencies will vary from country to country and job to job but the following are the generic competencies that should be demonstrated by an Aeronautical Meteorological Observer:

- 4.13.3.1 Make and disseminate Aeronautical Weather Observations in accordance with Civil Aviation Regulations and WMO requirements.
- 4.13.3.2 Identify hazardous Aviation conditions and their likely impact on aircraft operations.
- 4.13.3.3 Describe the impact of a range of Meteorological conditions on Aviation operations and procedures.
- 4.13.3.4 Assist the Aeronautical Meteorological Forecaster.

4.14 Syllabus Framework for Aeronautical Meteorological Observer

4.14.1 The Training of new Aeronautical Meteorological Observers is set out in detail in Civil Aviation Regulations and WMO No.1083. The following syllabus is intended to be used to both confirm that the Training of existing Aeronautical Observers is adequate and to help identify any gaps or omissions so that they may be corrected, and the integrity of Air Safety maintained.

4.14.2 The following list, recommended by Civil Aviation Regulations, enumerates the topics that should be covered; however, bearing in mind that this syllabus provides the underpinning skills and knowledge for the competencies in Section 4.13, the order of presentation and the extent to which the topics are addressed may vary depending on local conditions.

4.14.2.1 Observing techniques:

- (1) Surface wind direction and speed; wind variations.
- (2) Visibility; definition of visibility for aeronautical purposes.
- (3) RVR, spatial and temporal variations, methods of assessment;
- (4) Vertical visibility.
- (5) Cloud amount, height and type; spatial and temporal variations;
- (6) Pressure; determining QFE and QNH;
- (7) Air temperature, dew point and relative humidity
- (8) Present weather phenomena, intensity and distribution
- (9) Meteorological observing equipment calibration standards and maintenance procedures.

4.14.2.2 Hazardous phenomena:

- (1) Aircraft icing; icing types; formation, accretion rates and association of icing with clouds, freezing precipitation, orographic and frontal lifting.
- (2) Turbulence; turbulence near the ground, high-level turbulence (CAT).
- (3) Reduced surface visibility.
- (4) Low-level clouds.
- (5) Thunderstorms; associated phenomena.
- (6) Tropical cyclones.
- (7) Wind shear.
- (8) Volcanic ash.

4.14.2.3 Meteorological aspects of Flight Planning:

- (1) Meteorological requirements for en-route and aerodrome forecasts and reports.
- (2) Interpretation of area, route and terminal forecasts.
- (3) Preparation of material for briefing of Flight Crews.

4.14.2.4 Reporting, coding and dissemination of weather information.

- (1) Meteorological codes related to observations and forecasts; METAR, SPECI, SYNOP, CLIMAT, PILOT, TEMP and TAF.
- (2) Dissemination of weather information at the aerodrome; special needs of ATC units.
- (3) Plain language forms of Meteorological messages. Local routine and special reports.

4.14.2.5 ICAO definitions and terms:

- (1) Meteorological report, observation.
- (2) Visibility (for aeronautical purposes), runway visual ranges.
- (3) Altitude, elevation, height, aerodrome elevation, flight-level, transition level.
- (4) Aerodrome Meteorological minima, instrument runway, landing area.
- (5) Landing forecast, aerodrome forecast, GAMET area forecast.
- (6) SIGMET and AIRMET information; briefing; routine and special air-report.
- (7) Operator, Pilot-In-Command.

4.14.2.6 Meteorological Services for International Aviation:

- (1) Meteorological offices and Meteorological Watch offices; their functions.
- (2) Aeronautical Meteorological stations; and their functions.
- (3) Local routine and special observations and reports, METAR and SPECI.
- (4) Aircraft observations and reports; their ground-to-ground dissemination.
- (5) Responsibilities of ICAO and WMO in aeronautical meteorology.

4.14.2.7 Air Traffic Services:

- (1) Meteorological information required by Air Traffic Services units; duplicate displays required in ATS units.
- (2) Category II and III operations; role of runway visual range and height of cloud base information.
- (3) Low Visibility Procedures (LVP).

4.14.2.8 Operation of aircraft:

- (1) Flight planning.

- (2) Navigation and landing aids.
- (3) Effects of Meteorological parameters on aircraft performance and fuel consumption.
- (4) Altimeter setting procedures, standard atmosphere.
- (5) Effects of Meteorological phenomena on Aerodrome Ground Services.

4.14.2.9 Aeronautical telecommunications:

- (1) Organization of Aeronautical Telecommunications.
- (2) Aeronautical Fixed Service (particularly AFTN and ATN), and any special Broadcasts and/or regional telecommunications networks applicable to the region concerned.
- (3) Message headings, addressing of messages, priorities of messages and any appropriate regional procedures.
- (4) ICAO abbreviations and codes.

5.0 On-The-Job Training

- 5.1 The AMSP shall ensure that performance-based OJT programmes are conducted before any individual can be approved to carry out specified duties.
- 5.2 The AMSP shall engage qualified OJT Instructors to carry out specialized training in the field.

6.0 Refresher Training

- 6.1 The AMSP shall determine the type of Refresher Training necessary to meet operational requirements in line with the services prescribed in Civil Aviation (Meteorological Service for Air Navigation) Regulations and in this Advisory Circular.
- 6.2 In order to cope with changing technology and operating procedures, it is necessary that the AMSP provides personnel with courses of instruction designed to update their knowledge and skills.
- 6.3 Refresher courses may range from in-house to fully fledged Training in specialized Training Organizations.

7.0 Recurrent Training

- 7.1 The AMSP shall determine the type of Recurrent Training necessary to meet operational requirements in line with the services prescribed in Civil Aviation (Meteorological Service for Air Navigation) Regulations and in this Advisory Circular.
- 7.2 Recurrent Training will be provided to ensure that the Technical Staff remain current and that there is no need to retrain personnel following a long period of not practicing.

8.0 Training Records

- 8.1 The AMSP shall ensure that Training Records, including OJT are properly kept for Inspection by the Authority as may be required.
- 8.2 The Training Records shall include certificates, OJT tasks performed, and any other documents related to training and approval of jobs performed.



Civil Aviation Authority