

## DEVELOPMENT OF AERONAUTICAL METEOROLOGICAL SERVICE STATION STANDING INSTRUCTIONS (SSIs).

### 1.0 PURPOSE

- 1.1 This Advisory Circular (AC) provides guidance for the development of Aeronautical Meteorological Service Providers' (AMSP) Station Standing Instructions (SSIs). The SSIs describe the distinct Meteorological (MET) operations that are unique to a specific station. SSIs from the various stations shall be used to supplement information contained in the MAMSOPS.
- 1.2 SSIs are developed pursuant to the Civil Aviation (Certification of Air Navigation Service Providers) Regulations.
- 1.3 The SSIs shall be used in conjunction with the AMSP MAMSOPS and Kenya Aeronautical Information Publication (AIP)

### 2.0 REFERENCES

- 2.1 The Civil Aviation (Certification of Air Navigation Service Providers) Regulations
- 2.2 The Civil Aviation (Meteorological Service for Air Navigation) regulations
- 2.3 Advisory Circular CAA-AC-MET004E

### 3.0 GUIDANCE AND PROCEDURE

#### 3.1 Structure of the SSIs

- 3.1.1 The SSIs shall contain additional/specific information and instructions (not provided in the MAMSOPS) necessary to enable operational/technical personnel at MET stations to perform their duties. These shall include but not limited to –

- 3.1.1.1 Station organogram;
- 3.1.1.2 Duties and Responsibilities of MET personnel
- 3.1.1.3 OJT/Station Validation programmes/plans;
- 3.1.1.4 Competency/Proficiency Assessment Programme
- 3.1.1.5 Coordination Arrangements;
- 3.1.1.6 Contingency Arrangements;
- 3.1.1.7 Station Security and Safety Plans
  - 1. Restricted access to operational/equipment rooms
  - 2. Fire safety arrangements;
    - (a) Maintenance procedures for specific Communication system (Routine/periodic) including maintenance plans for the station
    - (b) Faults and defects reporting procedures;
    - (c) Any other information as applicable for Station operations

#### **4.0 Station Standing Instructions**

- 4.1 SSIs shall be developed covering the MET operational units.
- 4.2 The Director, Kenya Meteorological Department, shall approve the AMSP Stations' Standing Instructions.
- 4.3 The approved MET SSIs shall be submitted to the Authority as appendices to the MAMSOPS.

#### **5.0 Amendment of the SSIs**

- 5.1 To maintain the accuracy of the information in SSIs, the:
  - 5.1.1 Stations shall whenever necessary, amend the SSIs;
  - 5.1.2 Authority may issue a written directive requiring the stations to amend the SSIs.
- 5.2 Any amendments to the SSIs shall be brought to the attention of the Authority for information.

#### **6.0 Circulation and Availability of the SSIs**

- 6.1 A station must maintain a complete MAMSOPS and the SSIs and the AMSP provider shall make available or furnish applicable parts of the MAMSOPS and SSIs to the operational/technical personnel performing assigned duties.

6.2 The copies of documents referred to in 6.1 shall be made available at all operational and maintenance rooms.

6.3 The SSIs may be in conventional paper format or a format that is convenient for the user.

  

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Civil Aviation Authority

