

STATE OF KUWAIT

DIRECTORATE GENERAL OF CIVIL AVIATION
AVIATION SAFETY

2025/08/17



دولة الكويت
الإدارة العامة للطيران المدني
سلامة الطيران
2025/103/SUPDT-R/41

All KCASR Stockholders and Users

Subject.: Notice of Proposed Amendment's (NPA) No. 2025-17 to Kuwait Civil Aviation Safety Regulations KCASR 3 -Volume II Aviation Meteorological Service Provider - Provisions Rev 0.

Dear Sir,

Purpose:

The purpose of this NPA is to announce to the KCASR users the intention of the Directorate General of Civil Aviation to amend KCASR 3 -Volume II Aviation Meteorological Service Provider - Provisions (issue 4) .

Action Required:

All users of KCASR are required to refer to DGCA/ASD website (<https://kcasr.dgca.gov.kw>) for reviewing the NPA and mail or email (safety@dgca.gov.kw) their comments to DGCA by 30/Sep/2025 using the attached NPA Response Sheet Forms No. 1500 or using NPA comments & feedback form on the website. If we do not receive your response by this date, it will be assumed that you do not have any comments on the proposal.

If required, the DGCA/Aviation Safety Department personnel are available to answer your questions on the interpretation and intended implementation of the proposed amendments.

This is for your information and distribution to the concerned parties.

Yours Sincerely,

for

President of Civil Aviation


Eng. Duaij Khalaf Alotaibi
Acting Director General DGCA

CC: Director General of Civil Aviation.
Dy. Dir. Gen. Kuwait. Intel. Airport Affairs.
Dy. Dir. Gen. for Air Navigation Services Affairs.
Safety Management Coordination Center (SMCC).
Head of Technical Office.
Civil Aviation Security Department.
Aviation Safety Director.
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Rev. 11

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Notes on the presentation of the Amendment
Notice Of Proposed Amendment
(NPA)

The text of the amendment is arranged to show deleted text in Red Color and with a line through it, new text to be inserted is in Blue color as shown below:

~~Text to be deleted is in Red and shown with a line through it.~~

Text to be deleted

New text to be inserted is in Blue Color.

New text to be inserted

~~Text to be deleted is in Red and shown with a line through it,~~ followed by the replacement text which is in Blue Color.

New text to replace existing text

. . . Indicates that remaining text is unchanged in front or following the reflected amendment.

Text is unchanged

Notice Of Safety Regulation Amendment
(NPA, NSRA and Revisions)

| Side bar indicates that text is changed or added.

NPA RESPONSE FORM
NPA



Please add your comments on the proposal by ticking [✓] the appropriate box below.

Any additional constructive comments, suggested amendments or alternative action will be welcome and may be provided on this response sheet or by separate correspondence.

☐ No comments on the proposal.

☐ Comments on the proposal. (Please provide explanatory comment).

Name:

Organization:

Address/Contact No:

E-Mail:

Signature:

Date:



الطيران المدني Civil Aviation

الإدارة العامة للطيران المدني - دولة الكويت
Directorate General of Civil Aviation - State of Kuwait

Kuwait Civil Aviation Safety Regulations

KCASR 3 - Volume II

Aviation Meteorological Service Provider - Provisions



<p><i>Kuwait Civil Aviation Safety Regulations</i></p>		<p><i>KCASR 3 - Volume II Aviation Meteorological Service Provider - Provisions</i></p>
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<p><i>Kuwait Civil Aviation Safety Regulations</i></p>		<p><i>KCASR 3 - Volume II Aviation Meteorological Service Provider - Provisions</i></p>
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FOREWORD

- 1)** This regulation prescribes the requirements for:
 - (a)** The establishing, implementation, and maintaining an Aviation Meteorological Service Provider in the flight information region (FIR) of Kuwait
 - (b)** Punitive actions can and will be enforced by the Authority against recognized actions of non-compliance.
- 2)** The following standards have been basis for KCASR 3-Vomule II:
 - (a)** State of Kuwait Civil Aviation Law.
 - (b)** KCASR 3-Volume I- Meteorological Services for International Air Navigation
 - (c)** KCASR 19- Part I, Safety Management
 - (d)** Other ICAO related documents
- 3)** The editing practices used in this document are as follows:
 - (a)** 'Shall' is used to indicate a mandatory requirement and may appear in KCASRs.
 - (b)** 'Should' is used to indicate a recommendation
 - (c)** 'May' is used to indicate discretion by the Authority, or the industry as appropriate.
 - (d)** 'Will' indicates a mandatory requirement and is used to advise of action incumbent on the Authority.

Note: The use of the male gender implies the female gender and vice versa



1– GENERAL

1.1. Applicability

The KCASR 3- Volume II prescribes the requirements applicable to:

- (1)** The establishing, implementation, and maintaining an Aviation Meteorological Service Provider;
- (2)** The provisions of this regulation with respect to meteorological information are subject to the understanding that the obligation of an Aviation Meteorological Service Provider is for the supply of meteorological information.
- (3)** Where the requirement for a user to obtain meteorological information is stipulated in other regulations, the responsibility for the use made of meteorological information is that of the user and is not defined in this regulation.
- (4)** The objective of meteorological services for international air navigation shall be to contribute towards the safety, regularity and efficiency of international air navigation.

This objective shall be achieved by supplying the following users: operators, flight crew members, air traffic services units, search and rescue services units, airport managements and others concerned with the conduct or development of international air navigation, with the meteorological information necessary for the performance of their respective functions.

1.2. Establishment of Authority

- (1)** The Civil Aviation Requirements for Civil Aviation Regulation Enforcement Procedures have been issued by the Kuwait Directorate General Civil Aviation (hereinafter referred to as “the AUTHORITY”) under the provisions of the Civil Aviation Law of State of Kuwait and this regulation, the requirements for provision of Aviation Meteorological Services to be provide to meet the requirements of Article 28 of the Convention on International Civil Aviation.
- (2)** When it has been determined that meteorological services will be provided, the Authority shall:
 - (a)** designate the service provider(s) responsible for providing such services.
 - (b)** publish information on the location and type of meteorological services provided.

§2.1-1-1-1

§2.1-1-1-21.3. Alternative Compliance Requirements

- (1)** Where Aviation Meteorological service provider is unable to comply with any provision contained in the Kuwait Civil Aviation Safety Regulation, Aviation Meteorological service providers shall:
 - (a)** Inform the Authority in writing.
 - (b)** explain the basis for its noncompliance and propose alternative steps



to ensure that an equivalent level of safety is established or justification as to why a Standard may not be implemented.

- (2) Where the Authority has authorized a deviation, the Aviation Meteorological service provider shall record the deviation in the Aviation Meteorological Service Provider's operation Manual along with details of and rationale or alternative steps, and any limitations or conditions imposed by the Authority.

§2.1-1-1-31.4. Aviation Meteorology Service Provider

- (1) The Aviation Meteorological Service Provider (AMSP), as designated by paragraph 1.5 may consist of an entity that provides:
- (a) Administrative functions for the AMSP and management of the Meteorological Service Provider, and
 - (b) Service Providers functions that provides, supplies, makes available or issues aviation meteorological information to users, necessary for the performance of their respective functions related to the safety, regularity and efficiency of air navigation.
- (2) For the purpose of this regulation, the Term "Aviation Meteorological Service Provider" is used throughout and a Certified Aviation Meteorological Service Provider shall have the ability to provide the administrative and service provision functions to maintain a certificate issued under this Regulation.

1.5. Aviation Meteorological Service Provider

- (1) Within International Civil Aviation Organization (ICAO) terminology, the term Meteorological Authority has a specific meaning. ICAO Annex 3, Meteorological Service for International Air Navigation, defines the term as 'providing or arranging for the provision of the Meteorological Service for international air navigation on behalf of a Contracting State.'
- (2) To avoid confusion between the Regulatory Authority and the ICAO term of Meteorological Authority, within State of Kuwait the term "Meteorological Authority" is not used. The term "Aviation Meteorological Service Provider" is used to identify the entity that is responsible for the arrangement and provision of meteorological services to meet the obligations of the State of Kuwait as per Article 28 of the Chicago Convention and such entity is designated in the Kuwait AIP Gen-3.5.
- (3) The following terms are used throughout this publication with specific meaning:
- (a) Authority – the entity that regulates provision of aeronautical meteorological services to ensure that it meets the needs of users.
 - (b) Service Provider – the entity that provides the service(s) specified.



1.6. Designation of Meteorological Service Provider

- (1) The Authority shall designate Aviation Meteorological Service Provider(s) to provide or to arrange for the provision of meteorological service for international air navigation on behalf of the State of Kuwait.
- (2) Meteorological service providers who are designated to provide or to arrange for the provision of meteorological service for air navigation shall be included in the Kuwait Aeronautical Information Publication (AIP), in accordance with KCASR 15 Volume I.
- (3) A Meteorological Service Provider who's base of operation is registered in Kuwait shall be required to obtain a certificate as per paragraph 1.7.

1.7. Requirement for an Aviation Meteorological Service Provider Certificate

- (1) Except when providing meteorological observations as part of an Air Traffic or Aerodrome Flight Information Service, no person shall provide an Aviation Meteorological Service except under the authority of, and in accordance with the provisions of, an Aviation Meteorological Service Provider certificate issued under this KCASR.

1.8. Meteorological Information and Observations provided from a control Tower or Aerodrome Flight Information Services

At Aerodromes without a meteorological office, an Air Traffic or Aerodrome Flight Information Service may provide meteorological information and observations without the requirement to obtain a Meteorological Service Provider Certificate, provided the meteorological stations used to supply such information, comply with these regulations.

1.9. Application for Certificate

The applicant for the grant of an Aviation Meteorology Service Provider certificate shall complete the appropriate ANS form KCASR 3.0 and submit it to the Authority with:

- (1) The operation Manual required by paragraph 2.7; and
- (2) A payment of the appropriate application fee prescribed by regulations.

1.10. Issue of Certificate

An applicant may be entitled to an Aviation Meteorological Service Provider certificate if the Authority is satisfied that:

- (1) The applicant meets the requirements of Certification Requirements; and
- (2) The applicant, and the applicant's senior person or persons required by paragraph 2.4, (a)(1) and (2) are acceptable to the authority; and
- (3) The granting of the certificate is not contrary to the interests of aviation safety.



1.11. Privileges of Certificate Holder

- (1) An Aviation Meteorological Service Provider certificate specifies the types of facilities that the certificate holder is authorized to operate.
- (2) Subject to paragraph 2.24, the holder of an Aviation Meteorological Service Provider certificate may provide the meteorological services listed on the holder's certificate provided that each meteorological service, and the meteorological information supplied for each meteorological service, and the location and airspace covered by each meteorological service is listed in the certificate holder's operation Manual.

1.12. Duration of Certificate

- (1) An Aviation Meteorological Service Provider certificate is valid for a period of three (3) years, after which it can be renewed.
- (2) An Aviation Meteorological Service Provider certificate remains in force until it expires or is suspended or revoked.
- (3) The holder of an Aviation Meteorological Service Provider certificate that expires or is revoked shall forthwith surrender the certificate to the Authority.
- (4) The holder of an Aviation Meteorological Service Provider certificate that is suspended, shall forthwith produce the certificate to the Authority for appropriate endorsement.

1.13. Renewal of Certificate

- (1) An application for renewal of an Aviation Meteorological Service Provider Certificate shall be submitted to the Authority before the application renewal date specified on the certificate or, if no such date is specified, not less than thirty (30) days before the certificate expires.

1.14. Transitional Period

- (1) The provision in this KCASR shall be fulfilled by **31st December 2027**.
- (2) Service providers that fail to meet the certification compliance requirements in accordance with the provisions of paragraph 1.8 shall provide alternative means of compliance with this regulation in the conducting of their operational activities, subject to the approval and provisions granted by the Authority.

1.15. Safety Inspections and Audits

- (1) The Authority shall:
 - (a) consider the requirements for the Aviation Meteorological Service Provider to be subject to the exercise of their certification, oversight and enforcement tasks.
 - (b) require the holder of a meteorological service certificate to be subject to inspections and audits of the holder's meteorological offices, facilities,



documents, and records as the Authority considers necessary in the interests of civil aviation safety and security in accordance with the Law.

- (c) conduct inspections and audits with or without notification to the Aviation Meteorological Service Provider.
- (d) require from the holder of a meteorological service certificate such information as the Authority considers relevant to the inspection or audit.

1.16. Suspension and Revocation of Certification

- (a) The AUTHORITY may state, that a certificate is suspended if the AUTHORITY reasonably considers that not suspending the certificate would be likely to have an adverse effect on the safety of air navigation.
- (b) Suspension of Meteorology provider certificate may be imposed if:
 - (1) the service provider does not comply with the requirements stated in the certificate;
 - (2) the service provider failed to perform the corrective action plan stated in the certificate in the exact period of time if so stated; and
 - (3) The investigation, in case of an accident, proves that it was caused by deficiencies in the MET information provided by the MET Service Provider.
- (c) When a suspension is imposed, the AUTHORITY will state the reasons for such action and furnish them to the service provider.
- (d) The service provider may appeal against such notice within thirty (30) days of receipt.
- (e) The service provider shall furnish to the AUTHORITY any documents, records, or other pertinent information supporting the appeal.
- (f) The AUTHORITY may confirm, modify, or set aside the proposed suspension based on the appeal.
- (g) The AUTHORITY may permanently revoke Meteorology Service provider certificate as a subsequent procedure to suspension if:
 - (1) The Service provider carries out an action in violation of the Civil Aviation Law or the regulation;
 - (2) It is verified that the certificate holder will not be able to remedy non-compliant areas; or
 - (3) The certificate holder stops providing the air traffic service concerned without a convincing argument.
- (h) The revoked certificate cannot be renewed; it has to be reissued not less than one year after the revocation date.
- (i) The amendment as referred in paragraphs (b) and (g) shall take effect at the time the decision is made.

1.17. Enforcement Actions

The Authority may pursue one or more enforcement actions upon recognizing or identifying a contravention according to the KCASR 26.



2. REQUIREMENTS OF AN AVIATION METEOROLOGICAL SERVICE PROVIDER

Certification Requirements

2.1. Objective of Meteorological Service

An Aviation Meteorological Service Provider shall establish policies and procedures that ensures that the objective of the aviation meteorological service is to contribute towards the safety, regularity and efficiency of international air navigation.

2.2. Provision of Meteorological Service

- (1) An Aviation meteorological service provider shall establish systems for providing the necessary meteorological information that meet the functions and performance requirements of:
 - (a) Operators
 - (b) Flight crew members
 - (c) Air traffic service units
 - (d) Search and rescue services units
 - (e) Airport management
 - (f) And others concerned organizations that may require aviation meteorological information for the conduct or development of air navigation

2.3. Determination of needs of Aviation Meteorological Services

- (1) The Aviation Meteorological Service Provider shall determine the meteorological service, which it will provide in accordance with the requirements set by the National Air Navigation Plan. This determination shall be made in accordance with the provisions of this Regulation, and the requirements stipulated by the Authority in accordance with regional air navigation agreements.
- (2) The Aviation Meteorological Service Provider shall, where applicable, include the determination of the meteorological service to be provided for international air navigation over international waters and other areas, which lie outside the territory of the State of Kuwait, when required.
- (3) The Aviation Meteorological Service Provider shall provide landing forecasts as detailed in paragraph 1.3.

2.4. Personnel Requirements

The aviation meteorological service provider shall engage, employ or contract:

- (1) A senior person identified as the Chief Executive who has the authority within



the applicant's AMSP to ensure that each meteorological service listed in their operation Manual can be financed and carried out to meet the operational requirements, and in accordance with the requirements prescribed by the KCASR 03- Volume I;

- (2) A senior person or group of senior persons who are responsible for ensuring that the applicant's AMSP complies with the requirements of the KCASR 03 Volume I. Such nominated person or persons shall be ultimately responsible to the Chief Executive; and
- (3) A Head of Training responsible for ensuring that the AMSP complies with the training requirements of this Part; and
- (4) A safety management post holder responsible for the provision of a safety management system according to the requirements of KCASR 19; and
- (5) A quality management post holder responsible for the provision of a quality management system; and;
- (6) Sufficient personnel to plan, operate, supervise and inspect the meteorological offices and facilities and provide the meteorological services listed in the applicant's operation Manual.
- (7) The applicant shall:
 - (a) establish a procedure to assess the competence of those personnel who are authorized by the applicant to:
 - i. place facilities listed in the applicant's operation Manual into operational service; and
 - ii. supervise the production and release of meteorological information; and
 - (b) establish a procedure to maintain the competence of those authorized personnel; and
 - (c) provide those authorized personnel with written evidence of the scope of their authorization.
 - (d) Develop and provide job descriptions for its technical staff

2.5. Training and Competence Requirements of the World Meteorological Organization (WMO)

- (1) The Aviation Meteorological Service Provider shall implement procedures to ensure that it complies with the requirements of the World Meteorological Organization (WMO) in respect of qualifications, competencies, education and training of meteorological personnel providing service for air navigation.
- (2) Aviation Meteorological Service providers shall ensure they have implemented a process of competence assessment and continual professional development to ensure personnel providing meteorological information to civil aviation maintain and improve their knowledge and skills in the appropriate meteorological discipline.

The WMO is a specialized agency of the United Nations. The purposes of WMO are to facilitate international cooperation in the setting up of networks of stations for making meteorological,



hydrological and other observations; and to promote the rapid exchange of meteorological information, the standardization of meteorological observations and the uniform publication of observations and statistics. It also furthers the application of meteorology to aviation, shipping, water problems, agriculture and other human activities, promotes operational hydrology and encourages research and training in meteorology.

WMO Resolutions and Recommendations relating to aviation once they have been adopted by the WMO (Congress or Executive Committee) and agreed by ICAO, are published in WMO Technical Regulations (WMO Publication No. 49) Volume II (Meteorological Service for International Air Navigation).

Codes and specifications agreed internationally are published in an Annex to the Technical Regulations (WMO-No. 306 Manual on Codes). Education and Training standards are published in Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology (WMO-No. 1083).

World Meteorological Organization qualifications and training requirements for meteorological personnel providing service for international air navigation are given in WMO Publication No. 49, Technical Regulations, Volume I (General Meteorological Standards and Recommended Practices), Chapter B.4 (Education and Training); in particular, personnel providing meteorological services to civil aviation in order to fulfil national and international responsibilities are required to be trained to the standards recognized by WMO for their respective duties.

Requirements concerning the qualifications, competencies, education and training of meteorological personnel in aeronautical meteorology are given in the 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.⁷

WMO Publication No. 1083 (Manual on the Implementation of Education and Training Standards in Meteorology and Hydrology) provides guidelines on the desirable standards for the education and training of personnel working in aeronautical meteorology



2.6. Training

- (1)** An Aviation Meteorological Service Provider shall:
 - (a)** establish a procedure to assess the competence of those personnel who are authorized to:
 - i. place facilities listed in the applicant's manual into operational service; and
 - ii. supervise the production and release of meteorological information; and
 - (b)** establish a procedure to maintain the competence of those authorized personnel; and
 - (c)** provide those authorized personnel with written evidence of the scope of their authorization.
- (2)** The Aviation Meteorological Service Provider must implement a training and checking program to ensure individuals performing a function in connection with the provision of meteorological services for air navigation are competent to perform that function.
- (3)** The Aviation Meteorological Service Provider programs shall ensure that the following types of training are provided:
 - (a)** initial training;
 - (b)** refresher (recurrent) training;
 - (c)** on-the-job (OJT) training; and
 - (d)** specialized training for new facilities, procedures and equipment.
- (4)** The Aviation Meteorological Service Provider procedures shall ensure retention of qualification and training records for at least the last three years for all active meteorological personnel qualified and trained.

2.7. Operation manual

An Aviation Meteorological Service Provider shall provide the Authority with an operation manual as detailed in paragraph 2.22 “Operations Manual”.

2.8. Site Requirements

The Aviation Meteorological Service Provider shall establish procedures to ensure that:

- (1)** Each of the meteorological offices and facilities listed in their operation manual is:
 - (a)** sited and configured in accordance with security measures designed to prevent unlawful or accidental interference; and
 - (b)** provided with suitable power supplies and means to ensure appropriate continuity of service; and
- (2)** Each of the remote weather sensing facilities listed in their operation



Manual is installed and maintained in a technically appropriate position to ensure that the facility provides an accurate representation of the local meteorological conditions.

- (3) The wind sensors for local routine reports are appropriately sited to give the best practicable indication of conditions along the runway/touchdown zone.

2.9. Communication Requirements

- (1) The Aviation Meteorological Service Provider shall establish communication systems and procedures to ensure that each of the meteorological offices and facilities listed in the applicant's operation manual can provide the meteorological information for which it is intended.
- (2) The communication systems and procedures must be able to handle the volume and nature of the meteorological information being communicated so that no meteorological information is delayed to the extent that the information becomes out-of-date.

2.10. Input Requirements

- (1) The Aviation Meteorological Service Provider shall establish procedures to obtain input meteorological information appropriate for the meteorological services being provided.
- (2) The procedures shall ensure that:
 - (a) each meteorological office and facility listed in the applicant's operation Manual that provides a forecast service has continuing access to appropriate historical, real-time, and other meteorological information for the applicant's forecast areas; and
 - (b) each meteorological office and facility listed in the applicant's operation Manual that provides a meteorological briefing service in person or by any other interactive visual means, has adequate display and briefing resources available for the briefings; and
 - (c) each meteorological office and facility listed in the applicant's operation Manual that provides a meteorological reporting service has adequate observing systems to supply adequate, accurate and timely meteorological reports; and
 - (d) each meteorological office listed in the applicant's operation Manual that provides a meteorological watch service has adequate meteorological information to supply an adequate, accurate and timely meteorological watch service; and
 - (e) each meteorological office and facility listed in the applicant's operation Manual that provides a climatology service has adequate meteorological information for the preparation of climatological information.



2.11. Output Requirements

- (1)** The Aviation Meteorological Service Provider shall:
 - (a)** identify the output meteorological information provided by each meteorological service listed in their operation Manual; and
 - (b)** determine the standards and formats for that output meteorological information in accordance with KCASR 3-Volume I.
- (2)** The provider shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in their operation Manual complies with the standards and formats determined under paragraph (1)(b).

2.12. Facility Requirements

- (1)** The Aviation Meteorological Service Provider shall determine which meteorological office(s) they wish to establish.

These shall be one or more of the following:

- (a)** A meteorological office either located at, or associated with an aerodrome to carry out some or all of the following tasks as required to meet the requirements of flight operations at the aerodrome:
 - i.** prepare and/or obtain forecasts complying with KCASR 3-Volume I format and validity requirements for:
 - ii.** departing aircraft
 - iii.** local meteorological conditions; or
 - iv.** maintain a continuous watch of meteorological conditions over the aerodrome/s for which it prepares forecasts; or
 - v.** provide briefing, consultation and flight documentation to crew members and other flight operations personnel; or
 - vi.** supply other meteorological information, complying with KCASR 3-Volume I format requirements, to aeronautical users including:
 - vii.** routine observations and reports;
 - viii.** special observations and reports;
 - ix.** aerodrome warnings;
 - x.** wind shear warnings;
 - xi.** other warnings as locally agreed or
 - xii.** display available meteorological information;
 - xiii.** exchange meteorological information with other meteorological offices; or
 - xiv.** supply information on pre-eruption volcanic activity, volcanic eruptions or ash cloud to associated ATS units, AIS units and meteorological watch offices as per letters of agreement;
- (b)** A meteorological watch office which shall:
 - i.** maintain a watch over meteorological conditions affecting flight operations within the watch office's area of responsibility; and
 - ii.** prepare and supply SIGMET and other information related to its area of responsibility to associated air traffic services; and



- iii. disseminate SIGMET information by AFTN/AMHS;
 - iv. when required by regional air navigation agreements or letters of agreement
 - v. prepare AIRMET information related to its area of responsibility;
 - vi. supply AIRMET information to associated ATS units;
 - vii. disseminate AIRMET information;
 - viii. supply information on pre-eruption volcanic activity, volcanic eruptions or ash cloud, for which a SIGMET has not been issued, to its associated ATS units, AIS units as per letters of agreement, and to its associated VAAC as determined by regional air navigation agreement;
 - ix. supply information received concerning the accidental release of radioactive materials into the atmosphere in the area for which it has responsibility, or in adjacent areas to its associated ATS units, AIS units as per letters of agreement.
- (c) An aeronautical meteorological station which shall:
- i. be established at aerodromes and offshore structures as deemed necessary by the organization responsible for the provision of Meteorological Services to support both international air operations and off shore helicopter operations;
 - ii. make routine observations at fixed intervals;
 - iii. at aerodromes, make special observations whenever specified changes occur in respect of surface wind, visibility, runway visual range, present weather, clouds and /or air temperature.
- (2) The Aviation Meteorological Service Provider shall establish procedures to ensure that all electronic data processing facilities used in the acquisition compilation, computing, access or dissemination of meteorological information are of a nature, configuration and capability to ensure the adequacy, accuracy and timeliness of that meteorological and related information.

2.13. Documentation

- (1) The Aviation Meteorological Service Provider shall hold copies of meteorological office manuals, facility manuals, technical standards and practices, procedures manuals, and any other documentation that is necessary for the provision of the meteorological services listed in their operation Manual.
- (2) The provider shall establish a procedure to control the documentation required by paragraph
- (1) The procedure shall ensure that:
- (a) the documentation is reviewed and authorized by appropriate personnel before issue; and
 - (b) current issues of relevant documentation are available to personnel at all locations where they need access to such



documentation for the provision of the meteorological services listed in the applicant's operation Manual; and

- (c) obsolete documentation is promptly removed from all points of issue or use; and
- (d) changes to documentation are reviewed and approved by appropriate personnel; and
- (e) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

2.14. Verification, Periodic Inspection, Testing and Calibration

- (1) The Aviation Meteorological Service Provider shall establish procedures for:
 - (a) The routine verification of meteorological information obtained and provided by the provider; and
 - (b) The periodic inspection of each meteorological office listed in the provider's operation Manual; and
 - (c) The periodic inspection, testing and calibration of each facility listed in the provider's operation Manual.
- (2) The procedures shall ensure that:
 - (a) The systems required for the routine verification of meteorological information have the capability and integrity necessary for verifying the meteorological information; and
 - (b) Appropriate inspection equipment and systems are available to personnel for the inspection of each meteorological office; and
 - (c) Appropriate inspection, measuring and test equipment and systems are available to personnel for the inspection, testing and calibration of each facility; and
 - (d) The inspection, measuring and test equipment and systems have the precision and accuracy necessary for the inspections, measurements and tests being carried out; and
 - (e) All meteorological sensing facilities are calibrated and configured so that the environmental sensors fitted or incorporated yield, as far as possible, reliable, accurate and representative meteorological information.

2.15. Release of Meteorological Information

- (1) Each Aviation Meteorological Service Provider shall establish procedures for:
 - (a) The release of meteorological information from each meteorological office listed in their operation Manual; and
 - (b) The placing of facilities listed in their operation Manual into operational service.
 - (c) The procedures shall ensure that persons authorized to supervise the



production and release of meteorological information and persons authorized to place meteorological facilities into operational service have been assessed as competent under the procedures required by paragraph 2.4 (2).

2.16. Notification of Meteorological Office and Facility Status

- (1)** An Aviation Meteorological Service Provider must establish procedures to notify the users of the applicant's meteorological services of relevant operational information and of any change in the operational status of each meteorological office or facility listed in the applicant's operation Manual.
- (2)** The provider must ensure that the procedures established under paragraph (1) require:
 - (a)** the operational information for each of the applicant's meteorological services that support the Kuwait air navigation system or an air traffic service to be forwarded to the Aeronautical Information Service for publication in the Kuwait AIP; and
 - (b)** the users of a meteorological office or facility to be notified without delay of any change in the operational status of the meteorological office or facility if the change may affect the safety of air navigation. For those meteorological offices and facilities published in the Kuwait AIP, the information concerning any change to their operational status must be forwarded to the Aeronautical Information Service for the issue of a NOTAM.

2.17. Meteorological Information Check After Accident or incident

- (1)** The Aviation Meteorological Service Provider shall establish procedures for checking the adequacy, accuracy and timeliness of any of their meteorological information that may have been used by an aircraft or an air traffic service involved in an accident or incident.
- (2)** The procedures shall ensure that:
 - (a)** the checks are carried out as soon as practicable after notification to the applicant's organization of such an accident or incident; and
 - (b)** copies of the meteorological information are kept in a secure place for possible use by any subsequent investigation.

2.18. Malfunctions and Erroneous Information

- (1)** An Aviation Meteorological Service Provider shall establish procedures;



- (a) to identify, record, notify, investigate and rectify any report of erroneous meteorological information; and
- (b) to identify, record, notify, investigate and rectify any detected malfunction in the facilities and meteorological services listed in their operation Manual that may result in the supply of erroneous meteorological information; and
- (c) to notify without delay all users that have received the erroneous meteorological information; and
- (d) to notify the Authority, within 12 hours, of those malfunctions that cannot be remedied within 72 hours; and
- (e) for the continuation of malfunction status reports in the event that such reports are required by the Authority

2.19. Records

- (1) An Aviation Meteorological Service Provider shall establish procedures to identify, collect, index, store, maintain and dispose of the records that are necessary for the supply of the meteorological services listed in their operation Manual.
- (2) The procedures shall ensure that:
 - (a) there is a record of the input meteorological information obtained under the procedures required by paragraph 2.10; and
 - (b) there is a record of all output meteorological information identified under paragraph 2.11; and
 - (c) the records specified in paragraph (2)(a) and (b) are retained for a period of at least sixty (60) days; and
 - (d) there is a record for each meteorological office and facility listed in the applicant's operation Manual, in order to document the performance of each meteorological office and facility and to provide a traceable history of its maintenance, service and product quality, its periodic inspections, and the persons responsible for each of these activities; and
 - (e) there is a record of the equipment and systems used for verification, inspection, testing and calibration under the procedures required by paragraph 2.14. The record shall provide a traceable history of the location, maintenance, and calibration checks for the equipment and systems; and
 - (f) there is a record of each occurrence of erroneous meteorological information reported and of each malfunction detected under the procedures required by paragraph 2.18. The record shall detail the nature of the erroneous meteorological information or malfunction and the findings of the investigation and the follow-up corrective actions; and
 - (g) there is a record of each internal quality assurance review of the applicant's organization carried out under the procedures required



by paragraph 2.20. The record shall detail the requirements or activity of the provider that was reviewed, the findings of the review and any necessary follow-up corrective actions; and

- (h) there is a record for each person who is authorized by the applicant to supervise the production and release of meteorological information and for each person who is authorized by the applicant to place facilities into operational service. The record shall include details of their experience, qualifications, training and current authorizations; and
- (i) all records are legible, and of a permanent nature; and
- (j) all records other than those required by paragraph (2)(a) and (b) are retained for at least one year, in order to establish a history of the performance of the meteorological services.

2.20. Quality Management System

- (1) An Aviation Meteorological Service Provider shall establish internal quality assurance procedures to ensure compliance with, and the adequacy of, the procedures and systems required by this regulation and KCASR 19.
- (2) The senior person who has the responsibility for internal quality assurance shall have direct access to the Chief Executive on matters affecting the adequacy, accuracy and timeliness of meteorological information
- (3) The internal quality management system shall include:
 - (a) An inspection policy;
 - (b) Inspection procedures that are understood, implemented, and maintained at all levels of the organization;
 - (c) A procedure to ensure quality control indicators, including incident reports and personnel and customer feedback, are monitored to implement required performance standards and to identify existing problems or potential causes of problems within the system;
 - (d) A procedure for corrective action specifying how to:
 - i. correct an existing problem;
 - ii. follow up a corrective action to ensure the action is effective; and
 - iii. measure the effectiveness of any corrective action taken.
 - (e) A procedure for preventive action specifying how to manage a potential problem.

2.21. Continued Compliance

- (1) Each holder of an Aviation Meteorological Service Provider certificate shall:
 - (a) hold at least one complete and current copy of their operation Manual at each meteorological office specified in their operation Manual; and



- (b) comply with all procedures and systems detailed in their operation Manual; and
- (c) make each applicable requirements of their operation Manual available to personnel who require those parts to carry out their duties; and
- (d) continue to meet the standards and comply with the requirements for certification under this regulation and its associated technical specifications; and
- (e) notify the Authority of any change of address for service, telephone number, or facsimile number within 28 days of the change.

2.22. Operations Manual

- (1) Each holder of an Aviation Meteorological Service Provider certificate shall provide an Operations Manual for each meteorological office listed in their operation Manual. The manual shall set out the procedures for the operation and maintenance of the meteorological office and associated facilities and shall include a list of:
 - (a) the meteorological information and meteorological services provided; and
 - (b) the minimum meteorological inputs required; and
 - (c) the minimum performance and quality levels for output meteorological information and meteorological services provided; and
 - (d) the test equipment and systems required for the measurement of the minimum levels listed under subparagraph (d); and
 - (e) any mandatory check procedures for releasing meteorological information.

2.23. Limitations on Certificate Holder

- (1) The holder of an Aviation Meteorological Service Provider certificate shall not:
 - (a) provide meteorological information where the meteorological input information required to provide that meteorological information is not available; or
 - (b) provide meteorological information where the operational performance of the meteorological office or facility producing that meteorological information does not meet the applicable requirements; or
 - (c) provide meteorological information where any integrity monitoring system associated with that meteorological information is not fully functional; or
 - (d) provide meteorological information where any required verification, inspection, test or calibration relating to that meteorological information has not been completed; or



- (e) provide meteorological information where there is any cause whatsoever to suspect the integrity of that meteorological information.

2.24. Changes to Certificate Holder's Organization

- (1) An Aviation Meteorological Service Provider shall ensure that their operation Manual is amended so as to remain a current description of the holder's organization and meteorological services provided.
- (2) The Aviation Meteorological Service Provider shall ensure that any amendments made to the holder's operation Manual meet the applicable requirements of this regulation and comply with the amendment procedures contained in the holder's operation Manual.
- (3) The certificate holder shall provide the Authority with a copy of each amendment to their operation Manual as soon as practicable after its incorporation into the operation Manual.
- (4) Where a certificate holder proposes to make a change to any of the following, prior notification to and acceptance by the Authority is required:
 - (a) the Chief Executive:
 - (b) the listed senior persons:
 - (c) the meteorological services that the holder provides:
 - (d) the locations and airspace covered by each of the meteorological services the holder provides.
- (5) The Authority may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (4).
- (6) A certificate holder shall comply with any conditions prescribed under paragraph (5).
- (7) Where any of the changes referred to in this rule require an amendment to the certificate, the certificate holder shall forward the certificate to the Authority as soon as practicable.