

# Civil Aviation Rules



## **Part 174**

### **CAA Consolidation**

**10 March 2017**

### **Aviation Meteorological Service Organisations — Certification**

## DESCRIPTION

Part 174 prescribes –

- rules governing the certification and operation of organisations providing meteorological services for aviation; and
- requirements governing the provision of basic weather reports for aviation.

**This document is the current consolidated version of Part 174 produced by the Civil Aviation Authority, and serves as a reference only. It is compiled from the official ordinary rules that have been signed into law by the Minister of Transport. Copies of the official rule and amendments as signed by the Minister of Transport may be obtained from the Civil Aviation Authority or may be downloaded from the official web site at: [www.caa.govt.nz](http://www.caa.govt.nz)**

**Bulletin**

This Part first came into force on 10 February 1994 and now incorporates the following amendments:

<b>Amendment</b>	<b>Effective Date</b>
Amendment 1	8 February 1996
Amendment 2	30 August 2007
Amendment 3	30 August 2007
Amendment 4	1 February 2016
Amendment 5	10 March 2017

***Summary of amendments:***

Amendment 1	Rules 174.1, 174.9, 174.11, and 174.19 are revoked and substituted, Rules 174.51 and 174.109 are amended, Rule 174.111 is inserted and rules 174.17 and 174.105 are revoked.
Amendment 2 (3/CAR/4)	Rule 174.69 is revoked and substituted, Appendix 1 is revoked.
Amendment 3 (6/CAR/1)	Rule 174.17 is revoked.
Amendment 4 (8/CAR/1)	Rules 174.51, 174.75, 174.77, 174.79 and 174.109 are revoked and replaced; rule 174.11 1 is revoked; and rules 174.151 and 174.153 are inserted.
Amendment 5 (16/CAR/1)	Amending rule 174.151 (the Safety Management transition rule) to clarify matters to do with the timing and submission of implementation plans and to correct references to applicants and to remove paragraph (f) of the existing rule.

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## Subpart A — General

### 174.1 Applicability

This Part prescribes—

- (1) rules governing the certification and operation of organisations providing meteorological services for aviation; and
- (2) requirements governing the provision of basic weather reports for aviation.

### 174.3 Definitions

In this Part:

**"Basic weather report"** means a verbal comment, in support of aviation, describing any of the following current weather conditions observed at a particular place or airspace:

- (1) wind direction and strength:
- (2) mean sea level air pressure:
- (3) air temperature:
- (4) weather conditions and cloud cover:

**"Erroneous meteorological information"** means any meteorological information that is or has the potential to be significantly outside the allowable accuracy or tolerance for that information:

**"Facility"** means any system or equipment which provides an automatic function that supports a meteorological office or provides meteorological information, and includes any system or equipment for the following:

- (1) electronic data analysis and forecast production:
- (2) remote weather sensing:
- (3) electronic or automatic meteorological information delivery:

**"Meteorological information"** means any meteorological report, analysis or forecast in support of aviation, and any other statement in support of aviation relating to existing or expected meteorological conditions:

**"Meteorological office"** means an office providing or supporting a meteorological service or an office where meteorological information is compiled, derived, or disseminated to users:

**"Meteorological report"** means a statement, in support of aviation, of observed meteorological conditions related to a specific time and location:

**"Meteorological service"** means any of the following services that provide meteorological information in support of aviation:

- (1) *Climatology service*: a service for the development and supply of climatological information for a specific place or airspace:
- (2) *Forecast service*: a service for the supply of forecast meteorological information for a specific area or portion of airspace:
- (3) *Information dissemination service*: a service for the collection and dissemination of meteorological information:
- (4) *Meteorological briefing service*: a service for the supply of written and oral meteorological information on existing and expected meteorological conditions:
- (5) *Meteorological reporting service*: a service for the supply of routine meteorological reports:
- (6) *Meteorological watch service*: a service for maintaining a watch over meteorological conditions affecting aircraft operations in a specific area.

#### **174.5 Meteorological services — certificate required**

(a) No person shall provide a meteorological service except under the authority of, and in accordance with the provisions of, a meteorological service certificate issued under this Part.

(b) The Director may grant a certificate authorising the provision of meteorological services varying from a single meteorological service to a range of meteorological services supported by a network of meteorological offices intended for interacting with the New Zealand air navigation system.

#### **174.6 Basic weather reporting**

Every person who provides a basic weather report shall—

- (1) utilise equipment that is suitable for the observations being made; and
- (2) employ a system for checking that equipment; and
- (3) be trained to provide accurate basic weather reports.

#### **174.7 Application for certificate**

Each applicant for the grant of a meteorological service certificate shall complete form CAA 24174/01 and submit it to the Director with—

- (1) the exposition required by 174.79; and
- (2) a payment of the appropriate application fee prescribed by regulations made under the Act.

#### **174.9 Issue of certificate**

An applicant is entitled to a meteorological service certificate if the Director is satisfied that—

- (1) the applicant meets the requirements of Subpart B; and
- (2) the applicant, and the applicant's senior person or persons required by 174.51(a)(1) and (2) are fit and proper persons; and
- (3) the granting of the certificate is not contrary to the interests of aviation safety.

#### **174.11 Privileges of certificate holder**

(a) A meteorological service certificate specifies the types of facilities that the certificate holder is authorised to operate.



(b) Subject to 174.107, the holder of a meteorological service 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 exposition.

### **174.13 Duration of certificate**

(a) A meteorological service certificate may be granted or renewed for a period of up to 5 years.

(b) A meteorological service certificate remains in force until it expires or is suspended or revoked.

(c) The holder of a meteorological service certificate that expires or is revoked shall forthwith surrender the certificate to the Director.

(d) The holder of a meteorological service certificate that is suspended, shall forthwith produce the certificate to the Director for appropriate endorsement.

### **174.15 Renewal of certificate**

(a) An application for the renewal of a meteorological service certificate shall be made on form CAA 24174/01.

(b) The application shall be submitted to the Director before the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires.

## **Subpart B — Certification Requirements**

### **174.51 Personnel requirements**

(a) An applicant for the grant of a meteorological service certificate must employ, contract, or otherwise engage—

- (1) a senior person identified as the chief executive who has the authority within the applicant's organisation to ensure that every meteorological service listed in its exposition can be financed and carried out to meet the operational requirements, and the requirements and standards prescribed by this Part; and

- (2) a senior person or persons ultimately responsible to the chief executive who are responsible for—
    - (i) ensuring that the organisation complies with its exposition; and
    - (ii) the system for safety management required under rule 174.77; and
  - (3) sufficient personnel to plan, operate, supervise, inspect, and certify the meteorological offices and facilities and provide the meteorological services listed in the applicant's exposition.
- (aa) The senior person required by paragraph (a)(2)(ii) must be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.
- (b) The applicant must—
- (1) establish a procedure to assess the competence of those personnel who are authorised by the applicant to—
    - (i) place facilities listed in the applicant's exposition into operational service; and
    - (ii) supervise the production and release of meteorological information; and
  - (2) establish a procedure to maintain the competence of those authorised personnel; and
  - (3) provide those authorised personnel with written evidence of the scope of their authorisation.

### **174.53 Site requirements**

Each applicant for the grant of a meteorological service certificate shall establish procedures to ensure that—

- (1) each of the meteorological offices and facilities listed in their exposition is—

- (i) sited and configured in accordance with security measures designed to prevent unlawful or accidental interference; and
  - (ii) 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 exposition is installed and maintained in a technically appropriate position to ensure that the facility provides an accurate representation of the local meteorological conditions.

### **174.55 Communication requirements**

- (a) Each applicant for the grant of a meteorological service certificate shall establish communication systems and procedures to ensure that each of the meteorological offices and facilities listed in the applicant's exposition can provide the meteorological information for which it is intended.
- (b) 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.

### **174.57 Input requirements**

- (a) Each applicant for the grant of a meteorological service certificate shall establish procedures to obtain input meteorological information appropriate for the meteorological services being provided.
- (b) The procedures shall ensure that—
- (1) each meteorological office and facility listed in the applicant's exposition that provides a forecast service has continuing access to appropriate historical, real-time, and other meteorological information for the applicant's forecast areas; and
  - (2) each meteorological office and facility listed in the applicant's exposition 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

- (3) each meteorological office and facility listed in the applicant's exposition that provides a meteorological reporting service has adequate observing systems to supply adequate, accurate and timely meteorological reports; and
- (4) each meteorological office listed in the applicant's exposition that provides a meteorological watch service has adequate meteorological information to supply an adequate, accurate and timely meteorological watch service; and
- (5) each meteorological office and facility listed in the applicant's exposition that provides a climatology service has adequate meteorological information for the preparation of climatological information.

#### **174.59 Output requirements**

(a) Each applicant for the grant of a meteorological service certificate shall—

- (1) identify the output meteorological information provided by each meteorological service listed in their exposition; and
- (2) determine the standards and formats for that output meteorological information.

(b) The applicant shall establish procedures to ensure that the meteorological information supplied by each meteorological office and facility listed in their exposition complies with the standards and formats determined under paragraph (a)(2).

#### **174.61 Facility requirements**

Each applicant for the grant of a meteorological service certificate 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.

### **174.63 Documentation**

(a) Each applicant for the grant of a meteorological service certificate 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 exposition.

(b) The applicant shall establish a procedure to control the documentation required by paragraph (a). The procedure shall ensure that—

- (1) the documentation is reviewed and authorised by appropriate personnel before issue; and
- (2) 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 exposition; and
- (3) obsolete documentation is promptly removed from all points of issue or use; and
- (4) changes to documentation are reviewed and approved by appropriate personnel; and
- (5) the current version of each item of documentation can be identified to preclude the use of out-of-date editions.

### **174.65 Verification, periodic inspection, testing and calibration**

(a) Each applicant for the grant of a meteorological service certificate shall establish procedures for—

- (1) the routine verification of meteorological information obtained and provided by the applicant; and
- (2) the periodic inspection of each meteorological office listed in the applicant's exposition; and
- (3) the periodic inspection, testing and calibration of each facility listed in the applicant's exposition.

- (b) The procedures shall ensure that—
- (1) the systems required for the routine verification of meteorological information have the capability and integrity necessary for verifying the meteorological information; and
  - (2) appropriate inspection equipment and systems are available to personnel for the inspection of each meteorological office; and
  - (3) appropriate inspection, measuring and test equipment and systems are available to personnel for the inspection, testing and calibration of each facility; and
  - (4) the inspection, measuring and test equipment and systems have the precision and accuracy necessary for the inspections, measurements and tests being carried out; and
  - (5) 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.

#### **174.67 Release of meteorological information**

- (a) Each applicant for the grant of a meteorological service certificate shall establish procedures for—
- (1) the release of meteorological information from each meteorological office listed in their exposition; and
  - (2) the placing of facilities listed in their exposition into operational service.
- (b) The procedures shall ensure that persons authorised to supervise the production and release of meteorological information and persons authorised to place meteorological facilities into operational service have been assessed as competent under the procedures required by 174.51(b).

#### **174.69 Notification of meteorological office and facility status**

- (a) An applicant for a meteorological service certificate 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 exposition.

(b) The applicant must ensure that the procedures established under paragraph (a) require—

- (1) the operational information for each of the applicant's meteorological services that support the New Zealand air navigation system or an air traffic service to be forwarded to the Aeronautical Information Service for publication in the Aeronautical Information Publication New Zealand; and
- (2) 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 Aeronautical Information Publication New Zealand, the information concerning any change to their operational status must be forwarded to the Aeronautical Information Service for the issue of a NOTAM.

#### **174.71 Meteorological information check after accident or incident**

(a) Each applicant for the grant of a meteorological service certificate 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.

(b) The procedures shall ensure that—

- (1) the checks are carried out as soon as practicable after notification to the applicant's organisation of such an accident or incident; and
- (2) copies of the meteorological information are kept in a secure place for possible use by any subsequent investigation.

#### **174.73 Malfunctions and erroneous information**

Each applicant for the grant of a meteorological service certificate shall establish procedures—

- (1) to identify, record, notify, investigate and rectify any report of erroneous meteorological information; and
- (2) to identify, record, notify, investigate and rectify any detected malfunction in the facilities and meteorological services listed in their exposition that may result in the supply of erroneous meteorological information; and
- (3) to notify without delay all users that have received the erroneous meteorological information; and
- (4) to notify the Director, within 12 hours, of those malfunctions that cannot be remedied within 72 hours; and
- (5) for the continuation of malfunction status reports in the event that such reports are required by the Director.

#### **174.75 Records**

(a) An applicant for the grant of a meteorological service certificate must 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 the exposition.

(b) The procedures must ensure that—

- (1) there is a record of the input meteorological information obtained under the procedures required by rule 174.57; and
- (2) there is a record of all output meteorological information identified under rule 174.59; and
- (3) the records specified in paragraph (b)(1) and (2) are retained for a period of at least 60 days or for such longer period as may be required by the Director; and
- (4) there is a record for each meteorological office and facility listed in the applicant's exposition, 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



- (5) there is a record of the equipment and systems used for verification, inspection, testing and calibration under the procedures required by rule 174.65. The record must provide a traceable history of the location, maintenance, and calibration checks for the equipment and systems; and
- (6) there is a record of each occurrence of erroneous meteorological information reported and of each malfunction detected under the procedures required by rule 174.73. The record must detail the nature of the erroneous meteorological information or malfunction and the findings of the investigation and the follow-up corrective actions; and
- (7) *[revoked]*
- (8) there is a record for each person who is authorised by the applicant to supervise the production and release of meteorological information and for each person who is authorised by the applicant to place facilities into operational service. The record must include details of their experience, qualifications, training and current authorisations; and
- (9) all records are legible, and of a permanent nature; and
- (10) all records other than those required by paragraph (b)(1) and (2) are retained for at least one year, or for such longer period as may be required by the Director, in order to establish a history of the performance of the meteorological services.

### **174.77 Safety management**

An applicant for the grant of a meteorological service certificate must establish, implement, and maintain a system for safety management in accordance with rule 100.3.

### **174.79 Meteorological service organisation exposition**

- (a) An applicant for the grant of a meteorological service certificate must provide the Director with an exposition that contains—
  - (1) a statement signed by the chief executive on behalf of the applicant's organisation confirming that the exposition and any included manuals—

- (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and
  - (ii) are to be complied with at all times; and
- (1A) in relation to the system for safety management required by rule 174.77,—
- (i) all of the documentation required by rule 100.3(b); and
  - (ii) for an applicant that is not applying for a renewal of a meteorological service certificate, an implementation plan that describes how the system for safety management will be implemented; and
- (2) the titles and names of the senior person or persons required by rules 174.51(a)(1) and (2); and
- (3) the duties and responsibilities of the senior person or persons required by rules 174.51(a)(1) and (2) including—
- (i) matters for which they have a responsibility to deal directly with the Director or the Authority on behalf of the organisation; and
  - (ii) responsibilities for safety management; and
- (4) an organisation chart showing lines of responsibility of the senior person or persons required by rules 174.51(a)(1) and (2); and
- (5) a summary of the applicant's staffing structure at each meteorological office listed under paragraph (a)(7)(i); and
- (5A) information identifying the lines of safety responsibility within the organisation; and
- (6) a list of the meteorological services to be covered by the certificate; and
- (7) a list providing—

- (i) the location of each meteorological office operated by the applicant; and
  - (ii) the location of each facility operated by the applicant that provides meteorological information directly to the users; and
  - (iii) the meteorological services provided by each of those meteorological offices and facilities; and
  - (iv) the locations and airspace covered by such meteorological services; and
- (8) details of the applicant's output meteorological information identified under rule 174.59(a)(1) and the standards and formats for that information determined under rule 174.59(a)(2); and
- (9) details of the applicant's procedures and systems required by—
- (i) rule 174.51(b) regarding competence of personnel; and
  - (ii) rule 174.53 regarding site requirements; and
  - (iii) rule 174.55 regarding communication requirements; and
  - (iv) rule 174.57 regarding meteorological service input requirements; and
  - (v) rule 174.59 regarding meteorological service output requirements; and
  - (vi) rule 174.61 regarding facility requirements; and
  - (vii) rule 174.63 (b) regarding control of documentation; and
  - (viii) rule 174.65 regarding verifications, inspections, tests and calibrations; and
  - (ix) rule 174.67 regarding release of meteorological information and the placing of facilities into operational service; and

- (x) rule 174.69 regarding notification of meteorological office and facility status; and
  - (xi) rule 174.71 regarding meteorological information checks after notification of an accident or incident; and
  - (xii) rule 174.73 regarding malfunctions and erroneous information; and
  - (xiii) rule 174.75 regarding identification, collection, indexing, storage, maintenance and disposal of records; and
  - (xiv) *[revoked]*
- (10) procedures to control, amend and distribute the exposition.
- (b) The applicant's exposition must be acceptable to the Director.

## Subpart C — Operating Requirements

### 174.101 Continued compliance

Each holder of a meteorological service certificate shall—

- (1) hold at least one complete and current copy of their exposition at each meteorological office specified in their exposition; and
- (2) comply with all procedures and systems detailed in their exposition; and
- (3) make each applicable part of their exposition available to personnel who require those parts to carry out their duties; and
- (4) continue to meet the standards and comply with the requirements of Subpart B prescribed for certification under this Part; and
- (5) notify the Director of any change of address for service, telephone number, or facsimile number required by form CAA 24174/01 within 28 days of the change.

**174.103 Operations manual**

Each holder of a meteorological service certificate shall provide an operations manual for each meteorological office listed in their exposition. 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—

- (1) the meteorological information and meteorological services provided; and
- (2) the minimum acceptable operating parameters and standards for facilities; and
- (3) the minimum meteorological inputs required; and
- (4) the minimum performance and quality levels for output meteorological information and meteorological services provided; and
- (5) the test equipment and systems required for the measurement of the minimum levels listed under subparagraph (4); and
- (6) any mandatory check procedures for releasing meteorological information.

**174.105 Revoked****174.107 Limitations on certificate holder**

The holder of a meteorological service certificate shall not—

- (1) provide meteorological information where the meteorological input information required to provide that meteorological information is not available; or
- (2) provide meteorological information where the operational performance of the meteorological office or facility producing that meteorological information does not meet the applicable requirements; or

- (3) provide meteorological information where any integrity monitoring system associated with that meteorological information is not fully functional; or
- (4) provide meteorological information where any required verification, inspection, test or calibration relating to that meteorological information has not been completed; or
- (5) provide meteorological information where there is any cause whatsoever to suspect the integrity of that meteorological information.

### **174.109 Changes to certificate holder's organisation**

- (a) A holder of a meteorological service certificate must ensure that the exposition is amended so as to remain a current description of the holder's organisation and meteorological services provided.
- (b) The certificate holder must ensure that any amendment made to its exposition meets the applicable requirements of this Part and complies with the amendment procedures contained in its exposition.
- (c) The certificate holder must forward to the Director for retention a copy of each amendment to its exposition as soon as practicable after the amendment is incorporated into its exposition.
- (d) Before a certificate holder changes any of the following, prior acceptance by the Director is required:
  - (1) the chief executive:
  - (2) the listed senior persons:
  - (3) the meteorological services the holder provides:
  - (4) the locations and airspace covered by each of the meteorological services the holder provides.
  - (5) the system for safety management, if the change is a material change:

- (e) The Director may impose conditions under which a certificate holder must operate during or following any of the changes specified in paragraph (d).
- (f) The certificate holder must comply with any condition imposed by the Director under paragraph (e).
- (g) If any change referred to in this rule requires an amendment to the certificate, the certificate holder must forward the certificate to the Director for endorsement of the change as soon as practicable.
- (h) The certificate holder must make such amendments to its exposition as the Director may consider necessary in the interests of aviation safety.

#### **174.111 *Revoked***

### **Subpart D — Transition Provisions**

#### **174.151 Transition for meteorological service certificate holders and applicants**

- (a) This rule applies to each—
- (1) holder of a meteorological service certificate:
  - (2) applicant for the grant of a meteorological service certificate.
- (b) Before the date for implementation set in accordance with subparagraph (e)(2), an organisation to which this rule applies is not required to comply with—
- (1) rule 174.51(a)(2)(ii), if instead of a senior person responsible for the system for safety management, the organisation has a senior person responsible for internal quality assurance:
  - (2) rule 174.77, if instead of establishing, implementing, and maintaining the system for safety management, the organisation has established an internal quality assurance system that complies with rule 174.153:
  - (3) rule 174.79(a)(1A)(i):
  - (4) rule 174.79(a)(3)(ii):

- (5) rule 174.79(a)(5A).
- (c) A completed CAA form and implementation plan must be submitted to the Director—
- (1) after 1 February 2016 for an applicant for the grant of a meteorological service certificate under subparagraph (a)(2); and
  - (2) by 30 July 2016 for a holder of a meteorological service certificate under subparagraph (a)(1).
- (d) The implementation plan referred to in paragraph (c) must—
- (1) include a proposed date for implementation of the system for safety management; and
  - (2) outline how the organisation plans to implement the system for safety management required under rule 174.77.
- (e) The Director will, if acceptable—
- (1) approve the organisation's implementation plan; and
  - (2) set the date for implementation of the system for safety management.
- (f) In setting the date under subparagraph (e)(2), the Director must have regard to the following:
- (1) the capability of the organisation:
  - (2) the complexity of the organisation:
  - (3) the risks inherent in the activities of the organisation:
  - (4) the date of any certificate renewal:
  - (5) any resource or scheduling impacts on the organisation or the Authority or both:
  - (6) the date for implementation must not be later than 1 February 2018.



(g) A holder of a meteorological service certificate under subparagraph (a)(1) does not have to submit an implementation plan with its certificate renewal application.

(h) This rule expires on 1 February 2018.

**174.153 Transitional internal quality assurance for meteorological service certificate holders and applicants**

(a) The internal quality assurance system required by rule 174.151(b)(1)(ii) must be established to ensure the organisation's compliance with, and the adequacy of, the procedures required by this Part.

(b) The senior person who has the responsibility for internal quality assurance must have direct access to the chief executive on matters affecting the adequacy, accuracy and timeliness of meteorological information.

(c) This rule expires on 1 February 2018.