

ANNEX I
DEFINITIONS OF TERMS USED IN ANNEXES II to XIII

For the purposes of this Regulation, the following definitions shall apply:

1. 'Acceptable Means of Compliance (AMC)' means non-binding standards adopted by the Agency to illustrate means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules;
2. 'Aerial work' means an aircraft operation in which an aircraft is used for specialised services such as agriculture, construction, photography, surveying, observation and patrol, search and rescue or aerial advertisement, etc.;
3. 'Aerodrome climatological summary' means a concise summary of specified meteorological elements at an aerodrome, based on statistical data;
4. 'Aerodrome climatological table' means a table providing statistical data on the observed occurrence of one or more meteorological elements at an aerodrome;
5. 'Aerodrome elevation' means the elevation of the highest point of the landing area;
6. 'Aerodrome flight information service' means flight information service and alerting service for aerodrome traffic at an aerodrome;
7. 'Aerodrome meteorological office' means an office responsible for providing meteorological service for aerodrome;
8. 'Aerodrome reference point' means the designated geographical location of an aerodrome;
9. 'Aerodrome warning' means information issued by an aerodrome meteorological office concerning the occurrence or expected occurrence of meteorological conditions which could adversely affect aircraft on the ground, including parked aircraft and the aerodrome facilities and services;
10. 'Aeronautical fixed service (AFS)' means a telecommunication service between specified fixed points provided primarily for the safety of air navigation and for the regular, efficient and economical operation of air services;
11. 'Aeronautical fixed telecommunication network (AFTN)' means a worldwide system of aeronautical fixed circuits provided, as part of the aeronautical fixed service, for the exchange of messages and/or digital data between aeronautical fixed stations having the same or compatible communications characteristics;
12. 'Aeronautical meteorological information' means a meteorological report, analysis, forecast, and any other statement relating to existing or expected meteorological conditions;
13. 'Aeronautical meteorological station' means a station making observations and meteorological reports for use in air navigation;
14. 'Air-report' means a report from an aircraft in flight prepared in conformity with the requirements for position and operational and/or meteorological reporting;
15. 'Aircraft' means any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface;

16. 'AIRMET message' means information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of low-level aircraft operations, and which was not already included in the forecast issued for low-level flights in the flight information region concerned or sub-area thereof;
17. 'Air traffic safety electronics personnel (ATSEP)' means any authorised personnel who are competent to operate, maintain, release from, and return into operations equipment of the functional system ;
18. 'Air traffic services unit' is a generic term meaning variously 'air traffic control unit', 'flight information centre', 'aerodrome flight information service unit' or 'air traffic services reporting office';
19. 'Alternate aerodrome' means an aerodrome to which an aircraft may proceed when it becomes either impossible or inadvisable to proceed to or to land at the aerodrome of intended landing where the necessary services and facilities are available, where aircraft performance requirements can be met and which is operational at the expected time of use;
20. 'Alternative means of compliance (AltMOC)' are those that propose an alternative to an existing AMC or those that propose new means to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules for which no associated AMC have been adopted by the Agency;
21. 'Altitude' means the vertical distance of a level, a point, or an object considered as a point, measured from mean sea level (MSL);
22. 'Approach control service' means air traffic control service for arriving or departing controlled flights;
23. 'Area control centre (ACC)' means a unit established to provide air traffic control service to controlled flights in control areas under its jurisdiction;
24. 'Area control service' means air traffic control service for controlled flights in control areas;
25. 'Area forecast for low-level flights' means a forecast of weather phenomena for a flight information region or sub-area thereof, issued to cover the layer below flight level 100 (or below flight level 150 in mountainous areas, or higher, where necessary);
26. 'Area navigation (RNAV)' means a method of navigation which permits aircraft operation on any desired flight path within the coverage of ground- or space-based navigation aids or within the limits of the capability of self-contained aids, or a combination of them;'
27. 'Argument' means a claim that is supported via inferences by a body of evidence.
28. 'ASHTAM' means a special series of NOTAM notifying by means of a specific format of a change in the activity of a volcano, a volcanic eruption and/or volcanic ash cloud that is of significance to aircraft operations;
29. 'ATM network functions' means the functions performed by the Network Manager in accordance with Regulation (EU) No 677/2011;
30. 'Audit' means a systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which requirements are complied with;
31. 'Automatic observing system' means an observing system that measures, derives and reports all required elements without human interaction;

32. 'Aviation undertaking' means an entity, person or organisation, other than the service providers regulated by this Regulation that is affected by or affects a service delivered by a service provider;
33. 'Break' means a period of time within the duty period when an air traffic controller is not required to perform duties, for recuperation purposes;
34. 'Cloud of operational significance' means a cloud with the height of cloud base below 1 500 m (5 000 ft) or below the highest minimum sector altitude, whichever is greater, or a cumulonimbus cloud or a towering cumulus cloud at any height;
35. 'Commercial air transport' means any aircraft operation involving the transport of passengers, cargo or mail for remuneration or other valuable consideration;
36. 'Control area' means a controlled airspace extending upwards from a specified limit above the earth;
37. 'Critical incident stress' means the manifestation of unusual and/or extreme emotional, physical and behavioural reactions of an individual following an event or incident;
38. 'Destination alternate' means an alternate aerodrome at which an aircraft would be able to land should it become either impossible or inadvisable to land at the aerodrome of intended landing;
39. 'Duty' means any task that an air traffic controller is required to perform by the air traffic control service provider;
40. 'Duty period' means a period which starts when an air traffic controller is required by the air traffic control service provider to report for or be available for or to commence duty and ends when the air traffic controller is free from duty;
41. 'Elevation' means the vertical distance of a point or a level, on or affixed to the surface of the earth, measured from mean sea level;
42. 'En-route alternate' means an alternate aerodrome at which an aircraft would be able to land in the event that a diversion becomes necessary while en-route;
43. 'Fatigue' means a physiological state of reduced mental or physical performance capability resulting from sleep loss or extended wakefulness, circadian phase or workload (mental and/or physical activity) that can impair an individual's alertness and ability to safely perform his/her tasks;
44. 'Flight documentation' means documents, including charts or forms, containing meteorological information for a flight;
45. 'Flight information centre' means a unit established to provide flight information service and alerting service;
46. 'Flight information region' means an airspace of defined dimensions within which flight information service and alerting service are provided;
47. 'Flight level' means a surface of constant atmospheric pressure which is related to a specific pressure datum, 1 013.2 hectopascals (hPa), and is separated from other such surfaces by specific pressure intervals;
48. 'Flight test' is a generic term meaning variously or comprehensively 'flights for the development phase of a new design (aircraft, propulsion systems, parts and appliances)', 'flights to demonstrate compliance to certification basis or to type design for aircraft coming

from the production line', 'flights intended to experiment new design concepts, requiring unconventional manoeuvres or profiles for which it could be possible to exit the already approved envelope of the aircraft', 'or flight test training flights';

49. 'Forecast' means a statement of expected meteorological conditions for a specified time or period, and for a specified area or portion of airspace;
50. 'Forecast for take-off' means a forecast for a specified period of time, prepared by an aerodrome meteorological office, which contains information on expected conditions over the runways complex in regard to surface wind direction and speed and any variations thereof, temperature, pressure (QNH) and any other element as agreed locally;
51. 'Functional system' means a combination of procedures, human resources and equipment, including hardware and software, organised to perform a function within the context of ATM/ANS and other ATM network functions;
52. 'General aviation' means any civil aircraft operation other than aerial work or commercial air transport;
53. 'Grid point data in digital form' means computer-processed meteorological data for a set of regularly spaced points on a chart, for transmission from a meteorological computer to another computer in a code form suitable for automated use;
54. 'Guidance material (GM)' means non-binding material developed by the Agency that helps to illustrate the meaning of a requirement or specification and is used to support the interpretation of Regulation (EC) No 216/2008, its Implementing Rules and AMC;
55. 'Gridded global forecasts' means forecasts of expected values of meteorological elements on a global grid with a defined vertical and horizontal resolution;
56. 'Hazard' means any condition, event, or circumstance which could induce a harmful effect;
57. 'Height' means the vertical distance of a level, a point or an object considered as a point, measured from a specified datum;
58. 'Level' is a generic term relating to the vertical position of an aircraft in flight and meaning variously height, altitude or flight level;
59. 'Local routine report' means a meteorological report issued at fixed time intervals, intended only for dissemination at the aerodrome of origin where the observations were made;
60. 'Local special report' means a meteorological report issued in accordance with the criteria established for special observations, intended only for dissemination at the aerodrome of origin where the observations were made;
61. 'Meteorological bulletin' means a text comprising meteorological information preceded by an appropriate heading;
62. 'Meteorological information' means meteorological report, analysis, forecast, and any other statement relating to existing or expected meteorological conditions;
63. 'Meteorological observation' means the measurement and/or evaluation of one or more meteorological elements;
64. 'Meteorological report' means a statement of observed meteorological conditions related to a specified time and location;

65. 'Meteorological satellite' means an artificial Earth satellite making meteorological observations and transmitting these observations to Earth;
66. 'Meteorological watch office' means an office monitoring meteorological conditions affecting flight operations and providing information concerning the occurrence or expected occurrence of specified en-route weather phenomena, natural and other hazards which may affect the safety of aircraft operations within a specified area of responsibility;
67. 'Minimum sector altitude' means the lowest altitude which may be used which will provide a minimum clearance of 300 m (1 000 ft) above all objects located in an area contained within a sector of a circle of 46 km (25 NM) radius centred on a radio aid to navigation;
68. 'NOTAM' means a notice distributed by means of telecommunication containing information concerning the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard, the timely knowledge of which is essential to personnel concerned with flight operations;
69. 'OPMET' means operational meteorological information for use in preparatory or in-flight planning of flight operations;
70. 'OPMET databank' means a databank established to store and make available internationally operational meteorological information for aeronautical use;
71. 'Pan-European services' means an activity which is designed and established for users within most or all Member States and which may also extend beyond the airspace of the territory to which the Treaty applies;
72. 'Pre-eruption volcanic activity' means an unusual and/or increasing volcanic activity which could presage a volcanic eruption;
73. 'Prevailing visibility' means the greatest visibility value, observed in accordance with the definition of 'visibility', which is reached within at least half the horizon circle or within at least half of the surface of the aerodrome. These areas could comprise contiguous or non-contiguous sectors;
74. 'Problematic use of psychoactive substances' means the use of one or more psychoactive substances by an individual, in a way that:
 - (a) constitutes a direct hazard to the user or endangers the lives, health, or welfare of others; and/or
 - (b) causes or worsens an occupational, social, mental or physical problem or disorder;
75. 'Prognostic chart' means a forecast of (a) specified meteorological element(s) for a specified time or period and a specified surface or portion of airspace, depicted graphically on a chart;
76. 'Psychoactive substances' means alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded;
77. 'Rescue coordination centre' means a unit responsible for promoting efficient organisation of search and rescue services, and for coordinating the conduct of search and rescue operations within a search and rescue region;
78. 'Rest period' means a continuous and defined period of time, subsequent to and/or prior to duty, during which an air traffic controller is free of all duties;

79. 'Rostering system' means the structure of duty and rest periods of air traffic controllers in accordance with legal and operational requirements;
80. 'Risk' means the combination of the overall probability or frequency of occurrence of a harmful effect induced by a hazard and the severity of that effect;
81. 'Routine air-report' means a meteorological report issued at fixed-time intervals for the routine aircraft observations made during en-route and climb-out phases of the flight;
82. 'Runway' means a defined rectangular area on a land aerodrome prepared for the landing and take-off of aircraft;
83. 'Runway Visual Range (RVR)' means the range over which the pilot of an aircraft on the centre line of a runway can see the runway surface markings or the lights delineating the runway or identifying its centre line;
84. 'Safety directive' means a document issued or adopted by a competent authority which mandates actions to be performed on a functional system or sets restrictions to its operational use to restore safety when evidence shows that aviation safety may otherwise be compromised;
85. 'Safety Management System (SMS)' means a systematic approach to managing safety, including the necessary organisational structures, accountabilities, policies, and procedures;
86. 'Search and rescue services unit' is a generic term covering, as the case may be, rescue coordination centre, rescue sub-centre or alerting post;
87. 'Selected volcano observatory' means a provider, selected by the competent authority, that observes the activity of a volcano or a group of volcanoes and makes these observations available to an agreed list of aviation recipients;
88. 'Semi-automatic observing system' means an observing system that allows the augmentation of measured elements and requires a human in the loop for issuing the appropriate reports;
89. 'SIGMET message' means information issued by a meteorological watch office concerning the occurrence or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations;
90. 'Special air-report' means a meteorological report by an aircraft issued in accordance with the criteria based on observations made during the flight;
91. 'Stress' means the outcomes experienced by an individual when faced with a potential cause ('stressor') of human performance modification. The experience of the stressor may impact the individual's performance negatively (distress), neutrally or positively (eustress), based on the individual's perception of his/her ability to manage the stressor;
92. 'System and equipment rating training' means training designed to impart specific system/equipment knowledge and skills leading towards operational competence;
93. Take-off alternate means an alternate aerodrome at which an aircraft would be able to land should this become necessary shortly after take-off and it be not possible to use the aerodrome of departure;
94. 'Terminal Aerodrome Forecast (TAF)' means a concise statement of the expected meteorological conditions at an aerodrome for a specified period;
95. 'Threshold' means the beginning of that portion of the runway usable for landing;

96. 'Touchdown zone' means the portion of a runway, beyond the threshold, where, it is intended, landing aeroplanes first contact the runway;
97. 'Tropical cyclone' is a generic term for a non-frontal synoptic-scale cyclone originating over tropical or subtropical waters with organised convection and definite cyclonic surface wind circulation;
98. 'Tropical cyclone advisory centre (TCAC)' means a meteorological centre providing advisory information to meteorological watch offices, world area forecast centres and international OPMET databanks regarding the position, forecast direction and speed of movement, central pressure and maximum surface wind of tropical cyclones;
99. 'Visibility' means visibility for aeronautical purposes, which is the greater of:
 - (a) the greatest distance at which a black object of suitable dimensions, situated near the ground, can be seen and recognised when observed against a bright background;
 - (b) the greatest distance at which lights in the vicinity of 1 000 candelas can be seen and identified against an unlit background;
100. 'Volcanic Ash Advisory Centre (VAAC)' means a meteorological centre providing advisory information to meteorological watch offices, area control centres, flight information centres, world area forecast centres and international OPMET databanks regarding the lateral and vertical extent and forecast movement of volcanic ash in the atmosphere following volcanic eruptions;
101. 'World Area Forecast Centre (WAFC)' means a meteorological centre preparing and issuing significant weather forecasts and upper-air forecasts in digital form on a global basis direct to the Member States by appropriate means as part of the aeronautical fixed service; and
102. 'World area forecast system (WAFS)' means a worldwide system by which world area forecast centres provide aeronautical meteorological en-route forecasts in uniform standardised formats.

ANNEX II
REQUIREMENTS FOR COMPETENT AUTHORITIES — PROVISION OF
SERVICES AND OTHER ATM NETWORK FUNCTIONS

(Part-ATM/ANS.AR)

SUBPART A — GENERAL REQUIREMENTS

ATM/ANS.AR.A.001 Scope

This Annex establishes the requirements for the administration and management system to be complied with by the competent authorities responsible for the oversight of the application by service providers and the enforcement of Annexes III to XIII to this Regulation.

ATM/ANS.AR.A.005 Oversight function

- (a) The competent authority shall exercise oversight of requirements applicable to service providers to monitor the safe provision of these activities and to verify that the applicable requirements and their implementing arrangements are met.
- (b) The competent authorities concerned referred to in Article 4(1)(b) and (3) of this Regulation shall identify and allocate the responsibilities for safety oversight in a manner which ensures that:
 - (1) specific points of responsibility exist to implement each provision of this Regulation;
 - (2) they have visibility of the safety oversight mechanisms and their results; and
 - (3) relevant information exchange is ensured between competent authorities.

The competent authorities concerned shall conclude and regularly review the agreement and its practical implementation, in particular in the light of achieved safety performance.

- (c) The competent authority shall have a process to establish coordination arrangements with other competent authorities for notified changes to functional systems involving service providers under the oversight of the other competent authorities. The aim of these coordination arrangements shall be to ensure the effective selection and review of those notified changes.

ATM/ANS.AR.A.010 Oversight documentation

The competent authority shall make available the relevant legislative acts, standards, rules, technical publications and related documents to its personnel in order to perform their tasks and to discharge their responsibilities.

ATM/ANS.AR.A.015 Means of compliance

- (a) The Agency shall develop Acceptable Means of Compliance that may be used to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules. When AMC are complied with, the related requirements of the Implementing Rules are met.
- (b) Alternative means of compliance may be used to establish compliance with the Implementing Rules.

- (c) The competent authority shall establish a system to consistently evaluate that all alternative means of compliance used by itself or by the service providers under its oversight allow the establishment of compliance with Regulation (EC) No 216/2008 and its Implementing Rules.
- (d) The competent authority shall evaluate all alternative means of compliance proposed by a service provider in accordance with ATM/ANS.OR.A.020 by analysing the documentation provided and, if considered necessary, conducting an inspection of the service provider.

When the competent authority finds that the alternative means of compliance are in accordance with the Implementing Rules, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;
 - (2) notify the Agency of their content, including copies of all relevant documentation; and
 - (3) inform other Member States about alternative means of compliance that were accepted.
- (e) When the competent authority itself uses alternative means of compliance to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules, it shall:
 - (1) make them available to all service providers and persons under its oversight; and
 - (2) notify the Agency without undue delay.

The competent authority shall provide the Agency with a full description of the alternative means of compliance, including any revisions to procedures that may be relevant, as well as an assessment demonstrating that the Implementing Rules are met.

ATM/ANS.AR.A.020 Information to the Agency

- (a) The competent authority shall without undue delay notify the Agency in case of any significant problems with the implementation of Regulation (EC) No 216/2008 and its Implementing Rules, or any relevant safety aspects of Regulations (EC) Nos 549/2004, 550/2004, 551/2004 and 552/2004 (the Single European Sky legislation).
- (b) Without prejudice to Regulation (EU) No 376/2014¹, the competent authority shall provide the Agency with safety-significant information stemming from the occurrence reports it has received.

ATM/ANS.AR.A.025 Immediate reaction to safety problem

- (a) Without prejudice to Regulation (EU) No 376/2014, the competent authority shall implement a system to appropriately collect, analyse, and disseminate safety information.
- (b) The Agency shall implement a system to appropriately analyse any relevant safety information received from the competent authorities and without undue delay provide to Member States and the Commission, as appropriate, any information, including recommendations or corrective actions to be taken, necessary for them to react in a timely manner to a safety problem involving service providers subject to Regulation (EC) No 216/2008 and its Implementing Rules.

¹ Regulation (EU) No 376/2014 of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation, amending Regulation (EU) No 996/2010 of the European Parliament and of the Council and repealing Directive 2003/42/EC of the European Parliament and of the Council and Commission Regulations (EC) No 1321/2007 and (EC) No 1330/2007 (OJ L 122, 24.4.2014, p. 18).

- (c) Upon receiving the information referred to in (a) and (b), the competent authority shall take adequate measures to address the safety problem, including the issuing of safety directives in accordance with ATM/ANS.AR.A.030.
- (d) Measures taken under (c) shall immediately be notified to the service providers which need to comply with them under Regulation (EC) No 216/2008 and its Implementing Rules. The competent authority shall also notify those measures to the Agency and, when combined action is required, the other competent authorities concerned.

ATM/ANS.AR.A.030 Safety directives

- (a) The competent authority shall issue a safety directive when it has determined the existence of an unsafe condition in a functional system requiring immediate action.
- (b) The safety directive shall be forwarded to the service providers concerned and contain, as a minimum, the following information:
 - (1) the identification of the unsafe condition;
 - (2) the identification of the affected functional system;
 - (3) the actions required and their rationale;
 - (4) the time limit for completing the actions required; and
 - (5) its date of entry into force.
- (c) The competent authority shall forward a copy of the safety directive to the Agency and any other competent authorities concerned.
- (d) The competent authority shall verify the compliance of service providers with the applicable safety directives.

ATM/ANS.AR.A.035 Oversight reporting

The competent authority shall contribute to the annual reports by the Member States, as required by Article 12 of Regulation (EC) No 549/2004, on oversight actions pursuant to this Regulation.

SUBPART B — MANAGEMENT (ATM/ANS.AR.B)

ATM/ANS.AR.B.001 Management system

- (a) The competent authority shall establish and maintain a management system, including as a minimum:
 - (1) documented policies and procedures to describe its organisation, means and methods to achieve compliance with Regulation (EC) No 216/2008 and its Implementing Rules. The procedures shall be kept up to date and serve as the basic working documents within that competent authority for all related tasks;
 - (2) a sufficient number of personnel, including inspectors, to perform its tasks and discharge its responsibilities. Such personnel shall be qualified to perform their allocated tasks and have the necessary knowledge, experience, initial, on-the-job and recurrent training to ensure continuing competence. A system shall be in place to plan the availability of personnel, in order to ensure the proper completion of all related tasks;

- (3) adequate facilities and office accommodation to perform the allocated tasks;
 - (4) a process to monitor compliance of the management system with the relevant requirements and adequacy of the procedures, including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to the senior management of the competent authority to ensure implementation of corrective actions as necessary; and
 - (5) a person or group of persons, ultimately responsible to the senior management of the competent authority for the compliance monitoring function.
- (b) The competent authority shall, for each field of activity included in the management system, appoint one or more persons with the overall responsibility for the management of the relevant task(s).
 - (c) The competent authority shall establish procedures for participation in a mutual exchange of all necessary information and assistance with other competent authorities concerned, including exchange of all findings raised and follow-up actions taken as a result of oversight of service providers exercising activities in the territory of a Member State, but certified by the competent authority of another Member State or the Agency.
 - (d) A copy of the procedures related to the management system and their amendments shall be made available to the Agency for the purpose of standardisation.

ATM/ANS.AR.B.005 Allocation of tasks to qualified entities

- (a) If the competent authority allocates tasks related to the initial certification or continuous oversight of service providers subject to Regulation (EC) No 216/2008 and its Implementing Rules, then they shall only be allocated to qualified entities. When allocating tasks, the competent authority shall ensure that it has:
 - (1) a system in place to initially and continuously assess that the qualified entity complies with Annex V to Regulation (EC) No 216/2008. This system and the results of the assessments shall be documented; and
 - (2) established a documented agreement with the qualified entity, approved by both parties at the appropriate management level, which clearly defines:
 - (i) the tasks to be performed;
 - (ii) the declarations, reports and records to be provided;
 - (iii) the technical conditions to be met when performing such tasks;
 - (iv) the related liability coverage; and
 - (v) the protection given to information acquired when carrying out such tasks.
- (b) The competent authority shall ensure that the internal audit process and the safety risk management process required by ATM/ANS.AR.B.001(a)(4) cover all certification or continuous oversight tasks performed on its behalf.

ATM/ANS.AR.B.010 Changes in the management system

- (a) The competent authority shall have a system in place to identify changes that affect its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC)

No 216/2008 and its Implementing Rules. This system shall enable it to take action, as appropriate, to ensure that the management system remains adequate and effective.

- (b) The competent authority shall update its management system to reflect any change to Regulation (EC) No 216/2008 and its Implementing Rules in a timely manner, so as to ensure effective implementation.
- (c) The competent authority shall notify the Agency of changes affecting its capability to perform its tasks and discharge its responsibilities as defined in Regulation (EC) No 216/2008 and its Implementing Rules.

ATM/ANS.AR.B.015 Record keeping

- (a) The competent authority shall establish a system of record keeping providing for adequate storage, accessibility, and reliable traceability of:
 - (1) the management system's documented policies and procedures;
 - (2) training, qualification, and authorisation of personnel as required by ATM/ANS.AR.B.001(a)(2);
 - (3) the allocation of tasks, covering the elements required by ATM/ANS.AR.B.005, as well as the details of tasks allocated;
 - (4) certification and/or declaration processes;
 - (5) designations of air traffic services and meteorological services providers, as appropriate;
 - (6) oversight of service providers exercising activities within the territory of the Member State, but certified by the competent authority of another Member State or the Agency, as agreed between these authorities;
 - (7) the evaluation and notification to the Agency of alternative means of compliance proposed by service providers and the assessment of alternative means of compliance used by the competent authority itself;
 - (8) ongoing compliance of service providers, including the reports of all audits, covering findings, corrective actions, and date of action closure, and observations as well as other safety-related records;
 - (9) enforcement measures taken;
 - (10) safety information, safety directives and follow-up measures ; and
 - (11) the use of flexibility provisions in accordance with Article 14 of Regulation (EC) No 216/2008.
- (b) The competent authority shall maintain a list of all service provider certificates issued and declarations received.
- (c) All records shall be kept for a minimum period of 5 years after the certificate ceases to be valid or the declaration is withdrawn, subject to the applicable data protection law.

**SUBPART C — OVERSIGHT, CERTIFICATION, AND ENFORCEMENT
(ATM/ANS.AR.C)**

ATM/ANS.AR.C.001 Monitoring of safety performance

- (a) The competent authorities shall regularly monitor and assess the safety performance of the service providers.
- (b) The competent authorities shall use the results of the monitoring of safety performance in particular within their risk-based oversight.

ATM/ANS.AR.C.005 Certification, declaration, and verification of service providers' compliance with the requirements

- (a) Within the framework of ATM/ANS.AR.B.001(a)(1), the competent authority shall establish a process in order to verify:
 - (1) service providers' compliance with the applicable requirements set out in Annexes III to XIII to this Regulation, and any applicable conditions attached to the certificate before the issue of a certificate. The certificate shall be issued in accordance with Appendix I to this Part;
 - (2) compliance with any safety-related obligations in the designation act issued in accordance with Article 8 of Regulation (EC) No 550/2004;
 - (3) continued compliance with the applicable requirements of the service providers certified by or making declarations to the competent authority;
 - (4) implementation of safety objectives, safety requirements, and other safety-related conditions identified in declarations of verification of systems, including any relevant declaration of conformity or suitability for use of constituents of systems issued in accordance with Regulation (EC) No 552/2004; and
 - (5) the implementation of safety directives, corrective actions, and enforcement measures.
- (b) The process referred to in paragraph (a) shall:
 - (1) be based on documented procedures;
 - (2) be supported by documentation specifically intended to provide oversight personnel with guidance to perform their functions;
 - (3) provide the organisation concerned with an indication of the results of the oversight activity;
 - (4) be based on audits, reviews and inspections conducted by the competent authority;
 - (5) with regard to certified service providers, provide the competent authority with the evidence needed to support further action, including measures foreseen by Article 9 of Regulation (EC) No 549/2004, Article 7(7) of Regulation (EC) No 550/2004, and by Articles 10, 25, and 68 of Regulation (EC) No 216/2008 in situations where requirements are not complied with; and
 - (6) with regard to service providers making declarations, provide the competent authority with the evidence to take, if appropriate, remedial action which may include enforcement actions including, where appropriate, under national law.

ATM/ANS.AR.C.010 Oversight.

- (a) The competent authority, or qualified entities as delegated by it, shall conduct audits.
- (b) The audits referred to in paragraph (a) shall:
 - (1) provide the competent authority with evidence of compliance with the applicable requirements and with the implementing arrangements;
 - (2) be independent of any internal auditing activities undertaken by the service provider;
 - (3) cover complete implementing arrangements or elements thereof, and processes or services;
 - (4) determine whether:
 - (i) the implementing arrangements comply with the applicable requirements;
 - (ii) the actions taken comply with the implementing arrangements and the applicable requirements; and
 - (iii) the results of actions taken match the results expected from the implementing arrangements.
- (c) The competent authority shall, on the basis of the evidence at its disposal, monitor the continuous compliance of the service providers under its supervision.

ATM/ANS.AR.C.015 Oversight programme

- (a) The competent authority shall establish and update annually an oversight programme taking into account the specific nature of the service providers, the complexity of their activities, the results of past certification and/or oversight activities and shall be based on the assessment of associated risks. It shall include audits, which shall:
 - (1) cover all the areas of potential safety concern, with a focus on those areas where problems have been identified;
 - (2) cover all the service providers under the supervision of the competent authority;
 - (3) cover the means implemented by the service provider to ensure the competency of personnel;
 - (4) ensure that audits are conducted in a manner commensurate with the level of the risk posed by the service provider operations and services provided; and
 - (5) ensure that for service providers under its supervision, an oversight planning cycle not exceeding 24 months is applied.

The oversight planning cycle may be reduced if there is evidence that the safety performance of the service provider has decreased.

For a service provider certified by the competent authority, the oversight planning cycle may be extended to a maximum of 36 months if the competent authority has established that, during the previous 24 months:

- (i) the service provider has demonstrated an effective identification of aviation safety hazards and management of associated risks; and

- (ii) the service provider has continuously demonstrated compliance with the change management requirements under ATM/ANS.OR.A.040 and ATM/ANS.OR.A.045; and
- (iii) no level 1 findings have been issued; and
- (iv) all corrective actions have been implemented within the time period accepted or extended by the competent authority as defined in ATM/ANS.AR.C.050.

If, in addition to the above, the service provider has established an effective continuous reporting system to the competent authority on the safety performance and regulatory compliance of the service provider, which has been approved by the competent authority, the oversight planning cycle may be extended to a maximum of 48 months;

- (6) ensure follow-up of the implementation of corrective actions;
 - (7) be subject to consultation with the service providers concerned and notification thereafter; and
 - (8) indicate the envisaged interval of the inspections of the different sites, if any.
- (b) The competent authority may decide to modify the objectives and the scope of pre-planned audits, including documentary reviews and additional audits, wherever that need arises.
 - (c) The competent authority shall decide which arrangements, elements, services, functions, physical locations, and activities are to be audited within a specified time frame.
 - (d) Audit observations and findings issued in accordance with ATM/ANS.AR.C.050 shall be documented. The latter shall be supported by evidence, and identified in terms of the applicable requirements and their implementing arrangements against which the audit has been conducted.
 - (e) An audit report, including the details of the findings and observations, shall be drawn up and communicated to the service provider concerned.

ATM/ANS.AR.C.020 Issue of certificates

- (a) Following the process laid down in ATM/ANS.AR.C.005(a), upon receiving an application for an issue of a certificate for a service provider, the competent authority shall verify the service provider's compliance with the applicable requirements.
- (b) The competent authority may require any audits, inspection or assessment it finds necessary before the issue of the certificate.
- (c) The certificate shall be issued for an unlimited duration. The privileges of the activities that the service provider is approved to conduct shall be specified in the service provisions conditions attached to it.
- (d) The certificate shall not be issued where a level 1 finding remains open. In exceptional circumstances, finding(s), other than level 1, shall be assessed and mitigated as necessary by the service provider and a corrective action plan for closing the finding(s) shall be approved by the competent authority prior to the certificate being issued.

ATM/ANS.AR.C.025 Changes.

- (a) Upon receiving a notification for a change in accordance with ATM/ANS.OR.A.045, the competent authority shall comply with ATM/ANS.AR.C.030, ATM/ANS.AR.C.035 and ATM/ANS.AR.C.040.
- (b) Upon receiving a notification for a change in accordance with ATM/ANS.OR.A.040(a)(2) that requires prior approval, the competent authority shall:
 - (1) verify the service provider's compliance with the applicable requirements before issuing the change approval; and
 - (2) take immediate appropriate action, without prejudice to any additional enforcement measures, when the service provider implements changes requiring prior approval without having received competent authority approval as defined in (1).
- (c) To enable a service provider to implement changes to its management system and/or safety management system, as applicable, without prior approval in accordance with ATM/ANS.OR.A.040 (b), the competent authority shall approve a procedure defining the scope of such changes and describing how such changes will be notified and managed. In the continuous oversight process, the competent authority shall assess the information provided in the notification to verify whether the actions taken comply with the approved procedures and applicable requirements. In case of any non-compliance, the competent authority shall:
 - (1) notify the service provider of the non-compliance and request further changes; and
 - (2) in case of level 1 and level 2 findings, act in accordance with ATM/ANS.AR.C.050.

ATM/ANS.AR.C.030 Approval of change management procedures for functional systems

- (a) The competent authority shall review:
 - (1) those procedures or any material modification to those procedures submitted by the service provider in accordance with ATM/ANS.OR.B.010(b); and
 - (2) any deviation from the procedures referred to in (1) for a particular change, when requested by a service provider in accordance with ATM/ANS.OR.B.010(c)(1).
- (b) The competent authority shall approve the procedures, modifications and deviations referred to in (a) when it has determined that they are necessary and sufficient for the service provider to demonstrate compliance with ATM/ANS.OR.A.045, ATM/ANS.OR.C.005, ATS.OR.205, and ATS.OR.210, as applicable.

ATM/ANS.AR.C.035 Decision to review a notified change to the functional system

- (a) Upon receipt of a notification in accordance with ATM/ANS.OR.A.045(a)(1), or upon receipt of modified information in accordance with ATM/ANS.OR.A.045(b), the competent authority shall make a decision on whether to review the change or not. The competent authority shall request any additional information needed from the service provider to support this decision.
- (b) The competent authority shall determine the need for a review based on specific, valid and documented criteria that, as a minimum, ensure that the notified change is reviewed if the combination of the likelihood of the argument being complex or unfamiliar to the service provider and the severity of the possible consequences of the change is significant.

- (c) When the competent authority decides the need for a review based on other risk based criteria in addition to (b), these criteria shall be specific, valid and documented.
- (d) The competent authority shall inform the service provider of its decision to review a notified change to a functional system and provide the associated rationale to the service provider upon request.

ATM/ANS.AR.C.040 Review of a notified change to the functional system

- (a) When the competent authority reviews the argument for a notified change, it shall:
 - (1) assess the validity of the argument presented with respect to ATM/ANS.OR.C.005(a)(2) or ATS.OR.205(a)(2); and
 - (2) coordinate its activities with other competent authorities whenever necessary.
- (b) The competent authority shall:
 - (1) approve the argument referred to in (a)(1), with conditions where applicable, when it is shown to be valid and so inform the service provider, or
 - (2) reject the argument referred to in (a)(1) and inform the service provider together with a supporting rationale.

ATM/ANS.AR.C.045 Declarations of flight information services providers

- (a) Upon receiving a declaration from a provider of flight information services intending to provide such services, the competent authority shall verify that the declaration contains all the information required by ATM/ANS.OR.A.015 and shall acknowledge receipt of the declaration to that service provider.
- (b) If the declaration does not contain the required information, or contains information that indicates non-compliance with the applicable requirements, the competent authority shall notify the provider of flight information services concerned about the non-compliance and request further information. If necessary, the competent authority shall carry out an audit of the provider of flight information services. If the non-compliance is confirmed, the competent authority shall take action as defined in ATM/ANS.AR.C.050.
- (c) The competent authority shall keep a register of the declarations of providers of flight information services under its oversight.

ATM/ANS.AR.C.050 Findings, corrective actions, and enforcement measures

- (a) The competent authority shall have a system to analyse findings for their safety significance and decide on enforcement measures on the basis of the safety risk posed by the service provider's non-compliance.
- (b) In circumstances where no or very low additional safety risk would be present with immediate appropriate mitigation measures, the competent authority may accept the provision of services to ensure continuity of service whilst corrective actions are being taken.
- (c) A level 1 finding shall be issued by the competent authority when any serious non-compliance is detected with the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, with the service provider's procedure and manuals, with the terms of conditions or certificate, or with the content of a declaration which poses a significant risk to

flight safety or otherwise calls into question the service provider's capability to continue operations.

Level 1 findings shall include but not be limited to:

- (1) promulgating operational procedures and/or providing a service in a way which introduces a significant risk to flight safety;
 - (2) obtaining or maintaining the validity of the service provider's certificate by falsification of submitted documentary evidence;
 - (3) evidence of malpractice or fraudulent use of the service provider's certificate; and
 - (4) the lack of an accountable manager.
- (d) A level 2 finding shall be issued by the competent authority when any other non-compliance is detected with the applicable requirements of Regulation (EC) No 216/2008 and its Implementing Rules, with the service provider's procedures and manuals or with the terms of conditions or certificate, or with the content of a declaration.
- (e) When a finding is detected, during oversight or by any other means, the competent authority shall, without prejudice to any additional action required by Regulation (EC) No 216/2008 and this Regulation, as well as Regulations (EC) Nos 549/2004, 550/2004, 551/2004, and 552/2004 and their Implementing Rules, communicate the finding to the service provider in writing and require corrective action to address the non-compliance(s) identified.
- (1) In the case of level 1 findings, the competent authority shall take immediate and appropriate action, and may, if appropriate, limit, suspend or revoke in whole or in part the certificate while ensuring the continuity of services provided that safety is not compromised, and in the case of the Network Manager, it shall inform the Commission. The measure taken shall depend upon the extent of the finding and shall remain until successful corrective action has been taken by the service provider.
 - (2) In the case of level 2 findings, the competent authority shall:
 - (i) grant the service provider a corrective action implementation period included in an action plan appropriate to the nature of the finding; and
 - (ii) assess the corrective action and implementation plan proposed by the service provider and, if the assessment concludes that they are sufficient to address the non-compliance(s), accept them.
 - (3) Where the service provider fails to submit an acceptable corrective action plan, or to perform the corrective action within the time period accepted or extended by the competent authority, the finding may be raised to a level 1 finding, and action taken as laid down in (e)(1).
- (f) For those cases not requiring level 1 and 2 findings, the competent authority may issue observations.

APPENDIX 1 TO ANNEX II
CERTIFICATE FOR SERVICE PROVIDER
EUROPEAN UNION
COMPETENT AUTHORITY

SERVICE PROVIDER CERTIFICATE

[CERTIFICATE NUMBER/ISSUE No]

Pursuant to Regulation (EU) No .../.... (and to Regulation (EU) No .../....) and subject to the conditions specified below, the [competent authority] hereby certifies

[NAME OF THE SERVICE PROVIDER]

[ADDRESS OF THE SERVICE PROVIDER]

as a Service Provider with the privileges, as listed in the attached service provision conditions.

CONDITIONS:

This certificate is limited to the conditions and the scope of providing services as listed in the attached service provision conditions.

This certificate is valid whilst the certified service provider remains in compliance with Regulation (EU) No .../... and the other applicable regulations and, when relevant, with the procedures in the service provider's documentation as required by Regulation (EU) No .../..., Part-XXXX.

Subject to compliance with the foregoing conditions, this certificate shall remain valid unless the certificate has been surrendered, limited, suspended or revoked.

Date of issue:

Signed:

[Competent authority]

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**SERVICE PROVIDER
CERTIFICATE**

SERVICE PROVISION CONDITIONS

Attachment to service provider's certificate:

[CERTIFICATE NUMBER/ISSUE No]

[NAME OF THE SERVICE PROVIDER]

has obtained the privileges to provide the following scope of services:

(Delete lines as appropriate)

Services	Type of Service	Scope of Service	Limitations*
Air Traffic Services (ATS)	Air Traffic Control (ATC)	Area Control Service	
		Approach Control Service	
		Aerodrome Control Service	
	Flight Information Service (FIS)	Aerodrome Flight Information Service (AFIS)	
		En-route Flight Information Service (En-route FIS)	
	Advisory Service	n/a	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
Air Traffic Services (ATS) for flight test***	Air Traffic Control (ATC)	Area Control Service	
		Approach Control Service	
		Aerodrome Control Service	
	Flight Information Service (FIS)	Aerodrome Flight Information Service (AFIS)	
		En-route Flight Information Service (En-route FIS)	

	Advisory Service	n/a	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
Communication, navigation or surveillance services (CNS)	Communications (C)	Aeronautical Mobile Service (air-ground communication)	
		Aeronautical Fixed Service (ground-ground communications)	
		Aeronautical Mobile Satellite Service (AMSS)	
	Navigation (N)	Provision of NDB signal in space	
		Provision of VOR signal in space	
		Provision of DME signal in space	
		Provision of ILS signal in space	
		Provision of MLS signal in space	
		Provision of GNSS signal in space	
	Surveillance (S)	Provision of data from Primary Surveillance (PS)	
		Provision of data from Secondary Surveillance (SS)	
		Provision of Automatic Dependent Surveillance (ADS) Data	
	Conditions**		

Services	Type of Service	Scope of Service	Limitations*
Aeronautical Information Services (AIS)	AIS	Provision of the whole AIS service	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
Data Services (DAT)	DAT	[to be introduced under RMT.0593]	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
Meteorological Services (MET)	MET	Meteorological Watch Office	
		Aerodrome Meteorological Offices	
		Meteorological Stations	
		VAAC	
		WAFC	
		TCAC	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
Air Traffic Flow Management (ATFM)	ATFM	Provision of the local ATFM	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
Air Space Management (ASM)	ASM	Provision of the local ASM (Pre-tactical/ASM Level 2 and tactical/ASM Level 3) service	
Conditions**			

Services	Type of Service	Scope of Service	Limitations*
ATM network functions	Design of ERN	n/a	
	Scarce resources	Radio frequency	
		Transponder code	
	ATFM	Provision of the central ATFM	
Conditions**			

Date of issue:

Signed: [Competent authority]

For the Member State/EASA

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* as prescribed by the competent authority

** where necessary

*** if the competent authority considers it necessary.

**ANNEX III
COMMON REQUIREMENTS FOR SERVICE PROVIDERS**

(Part-ATM/ANS.OR)

SUBPART A — GENERAL REQUIREMENTS (ATM/ANS.OR.A)

ATM/ANS.OR.A.001 Scope

This Annex establishes the requirements to be met by a service provider subject to Regulation (EC) No 216/2008 and Regulations (EC) Nos 549/2004, 550/2004, 551/2004 and 552/2004.

ATM/ANS.OR.A.005 Application for a service provider certificate

- (a) Application for a service provider certificate or an amendment to an existing certificate shall be made in a form and manner established by the competent authority, taking into account the applicable requirements of Regulation (EC) No 216/2008 and Regulations (EC) Nos 549/2004, 550/2004, 551/2004 and 552/2004 and their Implementing Rules.
- (b) To obtain the certificate, the service provider shall comply with:
 - (1) the general common requirements set out in this Annex; and
 - (2) the specific requirements set out in Annexes III to XIII to this Regulation according to the services and activities it provides.

ATM/ANS.OR.A.010 Application for a limited certificate

- (a) Notwithstanding ATM/ANS.OR.A.010(b), the air traffic services provider may apply for a certificate limited to the airspace under the responsibility of the Member State where its principal place of operation or, if any, registered office is located, when it provides or plans to provide services only with respect to one or more of the following categories:
 - (1) aerial work;
 - (2) general aviation;
 - (3) commercial air transport limited to aircraft with less than 10 tonnes of maximum take-off mass or less than 20 passenger seats; and
 - (4) commercial air transport with less than 10 000 movements per year, regardless of the maximum take-off mass and the number of passenger seats; for the purposes of this provision, ‘movements’ means, in a given year, the average over the previous three years of the total number of take-offs and landings.
- (b) In addition, the following air navigation service providers may also apply for a limited certificate:
 - (1) an air navigation service provider, other than a provider of air traffic services, with a gross annual turnover of EUR 1 000 000 or less in relation to the services they provide or plan to provide; and
 - (2) an air navigation service provider providing aerodrome flight information services by operating regularly not more than one working position at any aerodrome.

- (c) As determined by the competent authority, an air navigation service provider applying for a limited certificate under (a) or (b)(1) shall comply, as a minimum, with the following requirements:
- (1) ATM/ANS.OR.B.001 Technical and operational competence and capability;
 - (2) ATM/ANS.OR.B.005 Management system;
 - (3) ATM/ANS.OR.B.020 Personnel requirements; and
 - (4) ATM/ANS.OR.A.075 Open and transparent provision of services in this Annex; and
 - (5) the specific requirements set out in Annexes IV, V, VI and VIII to this Regulation according to the type of services it provides.
- (d) As determined by the competent authority, the air navigation service provider applying for a limited certificate under (b)(2) shall comply, as a minimum, with the requirements in (c)(1) to (c)(4) and with the specific requirements set out in Annex IV.
- (e) An applicant for a limited certificate shall submit an application to the competent authority in a form and manner established by the competent authority.

ATM/ANS.OR.A.015 Declaration by flight information services providers

- (a) Pursuant to Article 7, a flight information services provider may declare its capability and means of discharging the responsibilities associated with the services provided subject to the following criteria:
- (1) flight information services are provided by operating regularly not more than one working position; or
 - (2) the services provided are of a temporary nature as agreed with the competent authority.
- (b) A flight information services provider declaring its activities shall:
- (1) provide the competent authority with all the relevant information prior to commencing operations, in a form and manner established by the competent authority;
 - (2) provide the competent authority with a list of the alternative means of compliance used, in accordance with ATM/ANS.OR.A.020;
 - (3) maintain compliance with the applicable requirements and with the information given in the declaration;
 - (4) notify the competent authority of any changes to its declaration or the means of compliance it uses through submission of an amended declaration; and
 - (5) provide its services in accordance with its operations manual and comply with all the relevant provisions contained therein.
- (c) Before ceasing the provision of such services, the provider shall notify the competent authority.
- (d) A flight information services provider declaring its activities shall comply with the following requirements:
- (1) ATM/ANS.OR.A.001 Scope;
 - (2) ATM/ANS.OR.A.035 Demonstration of compliance;

- (3) ATM/ANS.OR.A.050 Facilitation of inspections, audits, and access;
- (4) ATM/ANS.OR.A.055 Findings and corrective actions;
- (5) ATM/ANS.OR.A.060 Immediate reaction to a safety problem;
- (6) ATM/ANS.OR.A.065 Occurrence reporting;
- (7) ATM/ANS.OR.B.001 Technical and operational competence and capability;
- (8) ATM/ANS.OR.B.005 Management system;
- (9) ATM/ANS.OR.B.020 Personnel requirements;
- (10) ATM/ANS.OR.B.035 Operations manuals; and
- (11) ATM/ANS.OR.D.020 Liability and insurance cover

in this Annex; and

- (12) the specific requirements set out in Annex IV.

- (e) A flight information services provider declaring its activities shall only start operation after receiving the acknowledgement of receipt of the declaration from the competent authority.

ATM/ANS.OR.A.020 Means of compliance

- (a) Alternative means of compliance to the AMC adopted by the Agency may be used by the service provider to establish compliance with Regulation (EC) No 216/2008 and its Implementing Rules.
- (b) When the service provider wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with Regulation (EC) No 216/2008 and its Implementing Rules.

A service provider may implement these alternative means of compliance subject to prior approval by the competent authority and upon receipt of the notification as prescribed in ATM/ANS.AR.A.015(d).

ATM/ANS.OR.A.025 Continued validity of a certificate

- (a) A service provider's certificate shall remain valid subject to:
 - (1) the service provider remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008 and Regulations (EC) Nos 550/2004 and 551/2004 and their Implementing Rules, taking into account the provisions related to the handling of findings as specified under ATM/ANS.AR.C.050;
 - (2) the competent authority being granted access to the service provider's facility, document, records, data, procedures, or any other material relevant to its activity as defined in ATM/ANS.OR.A.055 to determine continued compliance with the relevant requirements of Regulations (EC) Nos 216/2008, 549/2004, 550/2004, 551/2004 and 552/2004 and their Implementing Rules; and
 - (3) the certificate not being surrendered or revoked.

- (b) Upon revocation or surrender, the certificate shall be returned to the competent authority without delay.

ATM/ANS.OR.A.030 Continued validity of a declaration of a flight information services provider

A declaration made by the flight information services provider in accordance with ATM/ANS.OR.A.015 shall remain valid subject to:

- (a) the flight information services remaining in compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules, taking into account the provisions related to the handling of findings as specified under ATM/ANS.AR.C.050;
- (b) the competent authority being granted access to the flight information services provider's facility, document, records, data, procedures, or any other material relevant to its activity as defined in ATM/ANS.OR.A.050 to determine continued compliance with the relevant requirements of Regulation (EC) No 216/2008 and its Implementing Rules; and
- (c) the declaration not being withdrawn by the provider of such services or deregistered by the competent authority.

ATM/ANS.OR.A.035 Demonstration of compliance

A service provider shall provide all the relevant evidence to demonstrate compliance with the applicable requirements at the request of the competent authority.

ATM/ANS.OR.A.040 Changes — general

- (a) The notification and management of:
 - (1) a change to the functional system or a change that affects the functional system shall be carried out in accordance with ATM/ANS.OR.A.045; and
 - (2) a change to the provision of service, the service provider's management system and/or safety management system, that does not affect the functional system, shall be carried out in accordance with point (b).
- (b) Any change defined in (a)(2) shall require prior approval before implementation unless such a change is notified and managed in accordance with a procedure approved by the competent authority as laid down in ATM/ANS.AR.C.025(c).

ATM/ANS.OR.A.045 Changes to a functional system

- (a) A service provider planning a change to its functional system shall:
 - (1) notify the competent authority of the change;
 - (2) provide the competent authority, if requested, with any additional information that allows the competent authority to decide whether or not to review the argument for the change; and
 - (3) inform other service providers and, where feasible, aviation undertakings affected by the planned change.
- (b) Having notified a change, the service provider shall inform the competent authority whenever the information provided under (a)(1) and (2) is materially modified, and the relevant service

providers and aviation undertakings whenever the information provided under (a)(3) is materially modified.

- (c) A service provider shall only allow the parts of the change, for which the activities required by the procedures referred to in ATM/ANS.OR.B.010 have been completed, to enter into operational service.
- (d) If the change is subject to competent authority review in accordance with ATM/ANS.AR.C.035, the service provider shall only allow the parts of the change for which the competent authority has approved the argument to enter into operational service.
- (e) When a change affects other service providers and/or aviation undertakings, as identified in (a)(3), the service provider and these other service providers, in coordination, shall determine:
 - (1) the dependencies with each other and, where feasible, with the affected aviation undertakings; and
 - (2) the assumptions and risk mitigations that relate to more than one service provider or aviation undertaking.
- (f) Those service providers affected by the assumptions and risk mitigations in (e)(2) shall only use, in their argument for the change, agreed and aligned assumptions and risk mitigations with each other and, where feasible, with aviation undertakings.

ATM/ANS.OR.A.050 Facilitation of inspections, audits, and access

A service provider shall facilitate inspections and audits by the competent authority or by a qualified entity acting on its behalf.

In doing so, the service provider shall, for the purpose of determining compliance with the relevant requirements of Regulations (EC) Nos 216/2008, 549/2004, 550/2004, 551/2004 and 552/2004 and their Implementing Rules, grant access to any facility, document, records, data, procedures, or any other material relevant to its activity subject of certification or declaration, whether it is contracted or not, to any person authorised by the competent authority.

ATM/ANS.OR.A.055 Findings and corrective actions

After receipt of notification of findings from the competent authority, the service provider shall:

- (a) identify the root cause of the non-compliance;
- (b) define a corrective action plan that shall be approved by the competent authority; and
- (c) demonstrate corrective action implementation to the satisfaction of the competent authority within the period agreed with that authority as defined in ATM/ANS.AR.C.050(e).

ATM/ANS.OR.A.060 Immediate reaction to a safety problem

A service provider shall implement any safety measures, including safety directives, mandated by the competent authority in accordance with ATM/ANS.AR.A.025(c) .

ATM/ANS.OR.A.065 Occurrence reporting

- (a) A service provider shall report to the competent authority, and to any other organisation required by the State where the service provider provides services, any accident, serious

incident and occurrence as defined in Regulations (EU) Nos 996/2010 and 376/2014 of the European Parliament and of the Council².

- (b) Without prejudice to point (a), the service provider shall report to the competent authority and to the organisation responsible for the design of system and constituents, if different from the service provider, any malfunction, technical defect, exceeding of technical limitations, occurrence, or other irregular circumstance that has or may have endangered the safety of services and that has not resulted in an accident or serious incident.
- (c) Without prejudice to Regulations (EU) Nos 996/2010 and 376/2014, the reports referred to in points (a) and (b) shall be made in a form and manner established by the competent authority and contain all the pertinent information about the event known to the service provider.
- (d) Reports shall be made as soon as practicable, but in any case within 72 hours of the service provider identifying the details of the event to which the report relates unless exceptional circumstances prevent this.
- (e) Without prejudice to Regulation (EU) No 376/2014, where relevant, the service provider shall produce a follow-up report to provide details of actions it intends to take to prevent similar occurrences in the future, as soon as these actions have been identified. This report shall be produced in a form and manner established by the competent authority.

ATM/ANS.OR.A.070 Contingency plans

A service provider shall have in place contingency plans for all the services they provide in the case of events which result in significant degradation or interruption of its operations.

ATM/ANS.OR.A.075 Open and transparent provision of services

- (a) A service provider shall provide its services in an open and transparent manner. It shall publish the conditions of access to its services and changes thereto and establish a consultation process with the users of its services on a regular basis or as needed, either individually or collectively.
- (b) A service provider shall not discriminate on grounds of nationality or identity of the user or the class of users in accordance with the applicable European Union law.

SUBPART B — MANAGEMENT (ATM/ANS.OR.B)

ATM/ANS.OR.B.001 Technical and operational competence and capability

A service provider shall be able to provide its services in a safe, efficient, continuous and sustainable manner, consistent with any foreseen level of overall demand for a given airspace. To this end, it shall maintain adequate technical and operational capacity and expertise.

ATM/ANS.OR.B.005 Management system

- (a) A service provider shall implement and maintain a management system that includes:
 - (1) clearly defined lines of responsibility and accountability throughout the service provider, including a direct accountability of the accountable manager;

² Regulation (EU) No 996/2010 of the European Parliament and of the Council of 20 October 2010 on the investigation and prevention of accidents and incidents in civil aviation and repealing Directive 94/56/EC (OJ L 295, 12.11.2010, p. 35).

- (2) a description of the overall philosophies and principles of the service provider with regard to safety, quality, and security of its services, as applicable, collectively constituting a policy, signed by the accountable manager;
 - (3) the means to verify the performance of the service provider's organisation in reference to the performance indicators and performance targets of the management system;
 - (4) a process to identify changes within the service provider's organisation and the context in which it operates, which may affect established processes, procedures and services and, where necessary, change the management system and/or the functional system to accommodate them;
 - (5) a process to review the management system, identify the causes of substandard performance of the management system, determine the implications of such substandard performance, and eliminate or mitigate such causes;
 - (6) a process to ensure that personnel are trained and competent to perform their duties in a safe, efficient, continuous and sustainable manner. In this context, policies for the recruitments and training of personnel shall be established; and
 - (7) a formal means for communication that ensures that all personnel are fully aware of the management system, that conveys critical information, and explains why particular actions are taken and why procedures are introduced or changed.
- (b) A service provider shall document all management system key processes, including a process for making personnel aware of their responsibilities, and its amendment procedure.
 - (c) A service provider shall establish a function to monitor compliance of the organisation with the relevant requirements and the adequacy of the procedures. Compliance monitoring shall include a feedback system of findings to the accountable manager to ensure effective implementation of corrective actions as necessary.
 - (d) A service provider shall monitor the behaviour of the functional system and where underperformance is identified, it shall establish its causes and eliminate them or, after having determined the implication of the underperformance, mitigate its effects.
 - (e) The management system shall be proportionate to the size of the service provider and the complexity of its activities, taking into account the hazards and associated risks inherent in those activities.
 - (f) Within the management system, the service provider shall establish formal interfaces with the relevant service providers and aviation undertakings to:
 - (1) ensure that the aviation safety hazards entailed by its activities are identified and evaluated, and the associated risks are managed and mitigated as appropriate; and
 - (2) provide its services in accordance with the requirements of this Regulation.
 - (g) In the case that the service provider holds also an aerodrome operator certificate, it shall ensure that the management system covers all activities in the scope of its certificates.

ATM/ANS.OR.B.010 Change management procedures

- (a) A service provider shall use procedures to manage, assess and, if necessary, mitigate the impact of changes to its functional systems in accordance with ATM/ANS.OR.A.045, ATM/ANS.OR.C.005, ATS.OR.205 and ATS.OR.210, as applicable.

- (b) The procedures referred to in (a) or any material modifications to those procedures shall:
 - (1) be submitted, for approval, by the service provider to the competent authority; and
 - (2) not be used until approved by the competent authority.
- (c) When the approved procedures referred to in (b) are not suitable for a particular change, the service provider shall:
 - (1) make a request to the competent authority for an exemption to deviate from the approved procedures;
 - (2) provide the details of the deviation and the justification for its use to the competent authority; and
 - (3) not use the deviation before being approved by the competent authority.

ATM/ANS.OR.B.015 Contracted activities

- (a) Contracted activities include all the activities within the service provider's scope, in accordance with the terms of the certificate, that are performed by other organisations either themselves certified to carry out such activity or if not certified, working under the service provider's approval and oversight. A service provider shall ensure that when contracting or purchasing any part of its activities to external organisations, the contracted or purchased activity, system or constituent conforms to the applicable requirements.
- (b) When a service provider contracts any part of its activities to an organisation, it shall ensure that the contracted organisation works under its approval and oversight. The service provider shall ensure that the competent authority is given access to the contracted organisation to determine continued compliance with the applicable requirements.

ATM/ANS.OR.B.020 Personnel requirements

- (a) A service provider shall appoint an accountable manager, who has the authority over ensuring that all activities can be financed and carried out in accordance with the applicable requirements. The accountable manager shall be responsible for establishing and maintaining an effective management system.
- (b) A service provider shall define the authority, duties and responsibilities of the nominated post holders, in particular of the management personnel in charge of safety, quality, security, finance and human resources-related functions as applicable.

ATM/ANS.OR.B.025 Facilities requirements

A service provider shall ensure that there are adequate and appropriate facilities to perform and manage all tasks and activities in accordance with the applicable requirements.

ATM/ANS.OR.B.030 Record keeping

- (a) A service provider shall establish a system of record keeping that allows adequate storage and reliable traceability of all its activities, covering in particular all the elements indicated in ATM/ANS.OR.B.005.
- (b) The format and the retention period of the records shall be specified in the service provider's management system procedures.

- (c) Records shall be stored in a manner that ensures protection against damage, alteration and theft.

ATM/ANS.OR.B.035 Operations manuals

- (a) A service provider shall provide and keep up to date its operations manuals relating to the provision of its services for the use and guidance of operations personnel.
- (b) It shall ensure that:
 - (1) operations manuals contain the instructions and information required by the operations personnel to perform their duties;
 - (2) relevant parts of the operations manuals are accessible to the personnel concerned; and
 - (3) the operations personnel are informed of amendments to the operations manual applying to their duties in a manner that enables their application as of their entry into force.

SUBPART C — SPECIFIC ORGANISATIONAL REQUIREMENTS FOR SERVICE PROVIDERS OTHER THAN ATS PROVIDERS (ATM/ANS.OR.C)

ATM/ANS.OR.C.001 Scope

This Subpart establishes the requirements to be met by the service provider other than the air traffic services provider with respect to additional responsibilities to those established in Subparts A and B.

ATM/ANS.OR.C.005 Safety support assessment and assurance of changes to the functional system

- (a) For any change notified in accordance with ATM/ANS.OR.A.045(a)(1), the service provider other than the air traffic services provider shall:
 - (1) ensure that a safety support assessment is carried out covering the scope of the change which is:
 - (i) the equipment, procedural and human elements being changed;
 - (ii) interfaces and interactions between the elements being changed and the remainder of the functional system;
 - (iii) interfaces and interactions between the elements being changed and the context in which it is intended to operate;
 - (iv) the life cycle of the change from definition to operations including transition into service; and
 - (v) planned degraded modes; and
 - (2) provide assurance, with sufficient confidence, via a complete, documented and valid argument that the service will behave and will continue to behave only as specified in the specified context..
- (b) A service provider other than an air traffic services provider shall ensure that the safety support assessment referred to in (a) comprises:
 - (1) verification that:
 - (i) the assessment corresponds to the scope of the change as defined in (a)(1);

- (ii) the service behaves only as specified in the specified context; and
 - (iii) the way the service behaves complies with and does not contradict any applicable requirements of this Regulation placed on the services provided by the changed functional system; and
- (2) specification of the monitoring criteria necessary to demonstrate that the service delivered by the changed functional system will continue to behave only as specified in the specified context.

SUBPART D — SPECIFIC ORGANISATIONAL REQUIREMENTS FOR ANS AND ATFM PROVIDERS AND THE NETWORK MANAGER (ATM/ANS.OR.D)

ATM/ANS.OR.D.001 Scope

This Subpart establishes the requirements to be met by air navigation services (ANS) and air traffic flow management (ATFM) providers and the Network Manager with respect to further responsibilities in addition to those established in Subparts A, B and C, as applicable.

ATM/ANS.OR.D.005 Business, annual, and performance plans

(a) BUSINESS PLAN

- (1) Air navigation services and air traffic flow management providers shall produce a business plan covering a minimum period of five years. The business plan shall:
- (i) set out the overall aims and goals of the air navigation services and of the air traffic flow management providers, and their strategy towards achieving them in consistency with any overall longer-term plan of the air navigation services provider or of the air traffic flow management provider and with the relevant European Union requirements for the development of infrastructure or other technology; and
 - (ii) contain performance targets in terms of safety, capacity, environment and cost-efficiency, as may be applicable in the context of Regulation (EU) No 391/2013³.
- (2) The information listed in points (i) and (ii) shall be aligned with the functional airspace block performance plan referred to in Article 11 of Regulation (EC) No 549/2004 and, as far as safety data is concerned, consistent with the State Safety Programme referred to in Standard 3.1.1 of Annex 19 to the Convention on International Civil Aviation in its first edition of July 2013, as applicable.
- (3) Air navigation services and air traffic flow management providers shall provide safety and business justifications for major investment projects including, where relevant, the estimated impact on the appropriate performance targets referred to in point (1)(ii) and identifying investments stemming from the legal requirements associated with the implementation of the Single European Sky ATM Research Programme (SESAR).

(b) ANNUAL PLAN

³ Commission Implementing Regulation (EU) No 391/2013 of 3 May 2013 laying down a common charging scheme for air navigation services (OJ L 128, 09.5.2013, p. 31).

- (1) Air navigation services and air traffic flow management providers shall produce an annual plan covering the forthcoming year which shall further specify the features of the business plan and describe any changes to it.
 - (2) The annual plan shall cover the following provisions on the level and quality of service, such as the expected level of capacity, safety, environment and cost-efficiency, as may be applicable:
 - (i) information on the implementation of new infrastructure or other developments, and a statement on how they will contribute to improving the performance of the air navigation services provider or of the air traffic flow management provider, including level and quality of services;
 - (ii) performance indicators consistent with the national or functional airspace block performance plan referred to in Article 11 of Regulation (EC) No 549/2004 against which the performance level and quality of service may be reasonably assessed;
 - (iii) information on the measures foreseen to mitigate the safety risks identified by the air navigation services and air traffic flow management provider, including safety indicators to monitor safety risk and, where appropriate, the estimated cost of mitigation measures; and
 - (iv) the air navigation services and air traffic flow management providers' expected short-term financial position as well as any changes to or impacts on the business plan.
- (c) **PERFORMANCE PART OF THE PLANS**

The air navigation services and the air traffic flow management providers shall make the content of the performance part of the business plan and of the annual plan available to the Commission on request under the conditions set by the competent authority in accordance with national law.

ATM/ANS.OR.D.010 Security management

- (a) A provider of air navigation services and air traffic flow management and the Network Manager shall, as an integral part of the management system required in ATM/ANS.OR.B.005, establish a security management system to ensure:
 - (1) the security of their facilities and personnel so as to prevent unlawful interference with the provision of services; and
 - (2) the security of operational data they receive, or produce, or otherwise employ, so that access to it is restricted only to those authorised.
- (b) The security management system shall define:
 - (1) the procedures relating to security risk assessment and mitigation, security monitoring and improvement, security reviews and lesson dissemination;
 - (2) the means designed to detect security breaches and to alert personnel with appropriate security warnings; and
 - (3) the means of controlling the effects of security breaches and to identify recovery action and mitigation procedures to prevent re-occurrence.

- (c) A provider of air navigation services and air traffic flow management and the Network Manager shall ensure the security clearance of their personnel, if appropriate, and coordinate with the relevant civil and military authorities to ensure the security of their facilities, personnel and data.
- (d) A provider of air navigation services and air traffic flow management and the Network Manager shall take the necessary measures to protect its systems and constituents in use against information security threats which may have an unlawful interface with the provision of its service.

ATM/ANS.OR.D.015 Financial strength
ECONOMIC AND FINANCIAL CAPACITY

The air navigation services and air traffic flow management provider shall be able to meet their financial obligations, such as fixed and variable costs of operation or capital investment costs. It shall use an appropriate cost-accounting system. It shall demonstrate its ability through the annual plan as referred to in ATM/ANS.OR.D.005(b), as well as through balance sheets and accounts as practicable under its legal statute, and regularly undergo an independent financial audit.

ATM/ANS.OR.D.020 Liability and insurance cover

- (a) A provider of air navigation services and air traffic flow management and the Network Manager shall have in place arrangements to cover liabilities related to the execution of their tasks in accordance with the applicable law.
- (b) The method employed to provide the cover shall be appropriate to the potential loss and damage in question, taking into account the legal status of the provider of air navigation services and/or of the air traffic flow management and the Network Manager and the level of commercial insurance cover available.
- (c) A provider of air navigation services or air traffic flow management and the Network Manager which avail themselves of services of another service provider shall ensure that the agreements cover the allocation of liability between them.

ATM/ANS.OR.D.025 Reporting requirements

- (a) A provider of air navigation services and air traffic flow management shall provide an annual report of their activities to the relevant competent authority.
- (b) For air navigation services and air traffic flow management providers, the annual report shall cover their financial results without prejudice to Article 12 of Regulation (EC) No 550/2004, as well as their operational performance and any other significant activities and developments in particular in the area of safety.
- (c) The Network Manager shall, in accordance with Article 20 of Regulation (EU) No 677/2011, provide an annual report of its activities. This report shall cover its operational performance, as well as significant activities and developments in particular in the area of safety.
- (d) The annual report required in (a) and (c) shall include as a minimum:
 - (1) an assessment of the level of performance of services provided;
 - (2) for air navigation services and air traffic flow management providers, the performance of the air navigation services and air traffic flow management providers compared to the

performance targets established in the business plan referred to in ATM/ANS.OR.C.010(a), reconciling actual performance against the annual plan by using the indicators of performance established in the annual plan;

- (3) for the Network Manager, the performance compared to the performance objectives established in the Network Strategy Plan under Article 2 (24) of Regulation (EU) No 677/2011, reconciling actual performance against the Network Operational plan under Article 2(23) of Regulation (EU) No 677/2011 by using the indicators of performance established in the Network Operational plan;
 - (4) an explanation for differences with the targets, and identification of measures for filling in any gaps during the reference period referred to in Article 11 of Regulation (EC) No 549/2004;
 - (5) developments in operations and infrastructure;
 - (6) the financial results, as long as they are not published separately in accordance with Article 12(1) of Regulation (EC) No 550/2004;
 - (7) information about the formal consultation process with the users of its services; and
 - (8) information about the human resources policy.
- (e) Air navigation services and air traffic flow management providers and the Network Manager shall make the content of the annual report available to the Commission and the Agency on request, and to the public under the conditions set by the competent authority in accordance with national law.

ANNEX IV
SPECIFIC REQUIREMENTS FOR THE PROVISION OF AIR TRAFFIC SERVICES

(Part-ATS)

**SUBPART A — ADDITIONAL ORGANISATION REQUIREMENTS FOR THE
PROVISION OF AIR TRAFFIC SERVICES (ATS.OR)**

Section 1 — General requirements

ATS.OR.100 Ownership

- (a) An air traffic services provider shall notify the competent authorities of:
- (1) its legal status, its ownership structure and any arrangements having a significant impact on control over their assets;
 - (2) any links with organisations not involved in the provision of air navigation services, including commercial activities in which they are engaged either directly or through related undertakings, which account for more than 1 % of their expected revenue; furthermore, they shall notify any change of any single shareholding which represents 10 % or more of their total shareholding.
- (b) An air traffic services provider shall take all necessary measures to prevent any situation of conflict of interests that could compromise the impartial and objective provision of their services.

ATS.OR.105 Open and transparent provision of service

In addition to ATM/ANS.OR.A.075 of Annex III and where a Member State decides to organise the provision of specific air traffic services in a competitive environment, that Member State may take all appropriate measures to ensure that the providers of these specific air traffic services shall neither engage in conduct that would have as its object or effect the prevention, restriction or distortion of competition, nor shall they engage in conduct that amounts to an abuse of a dominant position in accordance with applicable national and European Union law.

Section 2 — Safety of services

ATS.OR.200 Safety management system

- (a) An air traffic services provider shall have in place a safety management system (SMS), which may be an integral part of the management system required in ATM/ANS.OR.B.005, that includes the following components:
- (1) SAFETY POLICY AND OBJECTIVES
 - (i) Management commitment and responsibility regarding safety which shall be included in the safety policy;
 - (ii) Safety accountabilities regarding the implementation and maintenance of the SMS and the authority to make decisions regarding safety;

- (iii) Appointment of a safety manager who is responsible for the implementation and maintenance of an effective SMS;
 - (iv) Coordination of an emergency response planning with other service providers and aviation undertakings that interface with the ATS provider during the provision of its services; and
 - (v) SMS documentation that describes all the elements of the SMS, the associated SMS processes and the SMS outputs.
- (2) SAFETY RISK MANAGEMENT
- (i) A process to identify hazards associated to its services; and
 - (ii) A process that ensures analysis, assessment and control of the safety risks associated with identified hazards.
- (3) SAFETY ASSURANCE
- (i) Safety performance monitoring and measurement means to verify the safety performance of the organisation and validate the effectiveness of the safety risk controls;
 - (ii) A process to identify changes which may affect the level of safety risk associated with its service and to identify and manage the safety risks that may arise from those changes; and
 - (iii) A process to monitor and assess the effectiveness of the SMS to enable the continuous improvement of the overall performance of the SMS.
- (4) SAFETY PROMOTION
- (i) Training programme that ensures that the personnel are trained and competent to perform their SMS duties; and
 - (ii) Safety communication that ensures that the personnel are aware of the SMS implementation.

ATS.OR.205 Safety assessment and assurance of changes to the functional system

- (a) For any change notified in accordance with ATM/ANS.OR.A.045(a)(1), the air traffic services provider shall:
- (1) ensure that a safety assessment is carried out covering the scope of the change, which is:
 - (i) the equipment, procedural and human elements being changed;
 - (ii) interfaces and interactions between the elements being changed and the remainder of the functional system;
 - (iii) interfaces and interactions between the elements being changed and the context in which it is intended to operate;
 - (iv) the life cycle of the change from definition to operations including transition into service; and
 - (v) planned degraded modes; and

- (2) provide assurance, with sufficient confidence, via a complete, documented and valid argument that the safety criteria identified via the application of ATS.OR.210 are valid, will be satisfied and will remain satisfied.
- (b) An air traffic services provider shall ensure that the safety assessment referred to in (a) comprises:
 - (1) the identification of hazards;
 - (2) the determination and justification of the safety criteria applicable to the change in accordance with ATS.OR.210;
 - (3) the risk analysis of the effects related to the change;
 - (4) the risk evaluation and, if required, risk mitigation for the change such that it can meet the applicable safety criteria;
 - (5) the verification that:
 - (i) the assessment corresponds to the scope of the change as defined in (a)(1); and
 - (ii) the change meets the safety criteria; and
 - (6) the specification of the monitoring criteria necessary to demonstrate that the service delivered by the changed functional system will continue to meet the safety criteria.

ATS.OR.210 Safety criteria

- (a) An air traffic services provider shall determine the safety acceptability of a change to a functional system using specific and verifiable safety criteria, where each criterion is expressed in terms of an explicit, quantitative level of either safety risk or another measure that relates to safety risk.
- (b) An air traffic services provider shall ensure that the safety criteria:
 - (1) are justified for the specific change, taking into account the type of change; and
 - (2) when taken collectively, ensure that the change does not create an unacceptable risk to the safety of the service; and
 - (3) support the improvement of safety whenever reasonably practicable.

ATS.OR.215 Licensing and medical certification requirements for air traffic controllers

An air traffic services provider shall ensure that air traffic controllers are properly licensed and hold a valid medical certificate in accordance with Regulation (EU) No XXX/XXXX.

ATS.OR.220 Requirements for air traffic safety electronic personnel

An air traffic services provider shall:

- (a) ensure that rostering arrangements for air traffic safety electronic personnel are in place to ensure sufficient capacity and continuity of service;
- (b) have procedures in place for cases where the physical or mental condition of the air traffic safety electronic personnel is in doubt; and

- (c) maintain a register of information on the numbers, status and deployment of air traffic safety electronic personnel specifying the locations and duties to which they are assigned, including any rostering methodology.

Section 3 — Specific human factors requirements for air traffic control service providers

ATS.OR.300 Scope

This section establishes the requirements to be met by the air traffic control service provider with regard to human performance in order to:

- (a) prevent and mitigate the risk that air traffic control service is provided by air traffic controllers with problematic use of psychoactive substances;
- (b) prevent and mitigate the negative effects of stress on air traffic controllers to ensure the safety of air traffic; and
- (c) prevent and mitigate the negative effects of fatigue on air traffic controllers to ensure the safety of air traffic.

ATS.OR.305 Responsibilities of air traffic control service providers with regard to the problematic use of psychoactive substances by air traffic controllers

- (a) An air traffic control service provider shall develop and implement a policy, with related procedures, in order to ensure that the problematic use of psychoactive substances does not affect the provision of air traffic control service.
- (b) Without prejudice to provisions laid down in Directive 95/46/EC⁴ and to the applicable national legislation on testing of individuals, the air traffic control service provider shall develop and implement an objective, transparent and non-discriminatory procedure for the detection of cases of problematic use of psychoactive substances by air traffic controllers. This procedure shall take into account provisions laid down in ‘ATCO.A.015’ of Regulation (EU) No XXX/XXXX (the air traffic controller licensing and medical certification requirements).
- (c) The procedure in (b) shall be approved by the competent authority.

ATS.OR.310 Stress

An air traffic control service provider shall:

- (a) develop and maintain a policy for the management of air traffic controllers’ stress, including the implementation of a critical incident stress management programme;
- (b) establish and maintain procedures for the identification, prevention, mitigation and monitoring of air traffic controllers’ occupational stress; and
- (c) provide air traffic controllers with education and information programmes on the prevention of stress, including critical incident stress, complementing human factors training provided in accordance with Section 5 of Subpart D of Annex I to Regulation (EU) No XXX/XXXX (the air traffic controller licensing and medical certification requirements).

⁴ Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data (OJ L 281, 23.11.1995, p. 31).

ATS.OR.315 Fatigue

An air traffic control service provider shall:

- (a) develop and maintain a policy for the management of air traffic controllers' fatigue;
- (b) establish and maintain procedures for the identification, prevention, mitigation and monitoring of air traffic controllers' occupational fatigue;
- (c) provide air traffic controllers with education and information programmes on the prevention of fatigue, complementing human factors training provided in accordance with Section 5 of Subpart D of Annex I to Regulation (EU) No ~~XXX/XXXX~~ (the air traffic controller licensing and medical certification requirements); and
- (d) make available staff support mechanisms and facilities.

ATS.OR.320 Air traffic controllers' rostering system(s)

- (a) An air traffic control service provider shall develop, implement and monitor a rostering system in order to manage the risks of occupational fatigue of air traffic controllers through a safe alternation of duty and rest periods. Within the rostering system, the air traffic control service provider shall specify the following elements:
 - (1) Maximum consecutive working days with duty;
 - (2) Maximum hours per duty period;
 - (3) Maximum time providing air traffic control service without breaks;
 - (4) The ratio of duty periods to breaks when providing air traffic control service;
 - (5) Minimum rest periods;
 - (6) Maximum consecutive duty periods encroaching the time from midnight to 05.59, if applicable, depending upon the operating hours of the air traffic control unit concerned;
 - (7) Minimum rest period after a duty period encroaching the time from midnight to 05.59; and
 - (8) Minimum number of rest periods within a roster cycle.
- (b) An air traffic control services provider shall consult those air traffic controllers who will be subject to the rostering system, or, as applicable, their representatives, during its development and its application, to identify and mitigate risks concerning fatigue which could be due to the rostering system itself.

SUBPART B — TECHNICAL REQUIREMENTS FOR THE PROVISION OF AIR TRAFFIC SERVICES (ATS.TR)

Section 1 — General requirements

ATS.TR.100 Working methods and operating procedures for the provision of air traffic services

- (a) An air traffic services provider shall be able to demonstrate that its working methods and operating procedures are compliant with:

- (1) Regulation (EU) No 923/2012⁵; and
 - (2) the standards in the following Annexes to the Convention on International Civil Aviation as far as they are relevant to the provision of air traffic services in the airspace concerned:
 - (i) Annex 10 on aeronautical telecommunications, Volume II on communication procedures including those with PANS Status in its 6th edition of October 2001, including all amendments up to and including No 88-A; and
 - (ii) Without prejudice to Regulation (EU) No 923/2012, Annex 11 on air traffic services in its 13th edition of July 2001, including all amendments up to and including No 49.
- (b) Notwithstanding (a), for air traffic services units providing services for flight testing, the competent authority may specify additional or alternative conditions and procedures to those contained in (a) when so required for the provision of services for flight testing.

⁵ Commission Implementing Regulation (EU) No 923/2012 of 26 September 2012 laying down the common rules of the air and operational provisions regarding services and procedures in air navigation and amending Implementing Regulation (EU) No 1035/2011 and Regulations (EC) No 1265/2007, (EC) No 1794/2006, (EC) No 730/2006, (EC) No 1033/2006 and (EU) No 255/2010 (OJ L 281, 13.10.2012, p. 1).

ANNEX V
SPECIFIC REQUIREMENTS FOR THE PROVISION OF METEOROLOGICAL SERVICES

(Part-MET)

SUBPART A — ADDITIONAL ORGANISATION REQUIREMENTS FOR THE PROVISION OF METEOROLOGICAL SERVICES (MET.OR)

Section 1 — General requirements

MET.OR.100 Meteorological data & information

- (a) A meteorological services provider shall provide meteorological information to operators, flight crew members, air traffic services units, search and rescue services units, aerodrome operators, accident and incident investigation bodies, and other service providers and aviation entities with the meteorological information necessary for the performance of their respective functions, as determined by the competent authority.
- (b) A meteorological services provider shall confirm the operationally desirable accuracy of the information distributed for operations, including the source of such information, whilst also ensuring that such information is distributed in a timely manner and updated, as required.

MET.OR.105 Retention of meteorological information

- (a) A meteorological services provider shall retain meteorological information issued for a period of at least 30 days from the date of issue.
- (b) This meteorological information shall be made available, on request, for inquiries or investigations and, for these purposes, shall be retained until the inquiry or investigation is completed.

MET.OR.110 Meteorological information exchange requirements

A meteorological services provider shall ensure it has systems and processes in place, as well as access to suitable telecommunications facilities to:

- (a) enable the exchange of operational meteorological information with other meteorological services providers; and
- (b) provide the required meteorological information to the users in a timely manner.

MET.OR.115 Meteorological bulletins

The appropriate meteorological services provider shall provide meteorological bulletins to the relevant users, via the aeronautical fixed service or the internet.

MET.OR.120 Notification of discrepancies to the World Area Forecast Centres (WAFC)

The relevant meteorological services provider using WAFS BUFR data shall notify the WAFC concerned immediately if significant discrepancies are detected or reported in respect of WAFS Significant Weather (SIGWX) forecasts, concerning:

- (a) icing, turbulence, cumulonimbus clouds that are obscured, frequent, embedded, or occurring at a squall line, and sandstorms/dust storms; and
- (b) volcanic eruptions or a release of radioactive materials into the atmosphere of significance to aircraft operations.

Section 2 — Specific requirements

Chapter 1 — Requirements for aeronautical meteorological stations

MET.OR.200 Meteorological reports and other information

- (a) An aeronautical meteorological station shall disseminate:
 - (1) local routine at fixed intervals, only for dissemination at the aerodrome of origin;
 - (2) local special reports, only for dissemination at the aerodrome of origin; and
 - (3) METAR at half-hourly intervals for dissemination beyond the aerodrome of origin.
- (b) An aeronautical meteorological station shall inform the air traffic service units and aeronautical information service of an aerodrome of changes in the serviceability status of the automated equipment used for assessing runway visual range.
- (c) An aeronautical meteorological station shall report to the associated air traffic services unit, aeronautical information services unit, and meteorological watch office the occurrence of pre-eruption volcanic activity, volcanic eruptions and volcanic ash cloud.
- (d) An aeronautical meteorological station shall establish a list of criteria to provide local special reports in consultation with the appropriate ATS units, operators and others concerned.

MET.OR.205 Reporting of meteorological elements

An aeronautical meteorological station shall report:

- (a) surface wind direction and speed;
- (b) visibility;
- (c) runway visual range, if applicable;
- (d) present weather at the aerodrome and its vicinity;
- (e) clouds;
- (f) air temperature and dew point temperature;
- (g) atmospheric pressure; and
- (h) supplementary information.

MET.OR.210 Observing meteorological elements

An aeronautical meteorological station shall observe and/or measure:

- (a) surface wind direction and speed;
- (b) visibility;
- (c) runway visual range, if applicable;

- (d) present weather at the aerodrome and its vicinity;
- (e) clouds;
- (f) air temperature and dew point temperature;
- (g) atmospheric pressure; and
- (h) supplementary information.

Chapter 2 — Requirements for aerodrome meteorological offices

MET.OR.215 Forecasts and other information

An aerodrome meteorological office shall:

- (a) prepare and/or obtain forecasts and other relevant meteorological information necessary for the performance of its respective functions for flights with which it is concerned, as determined by the competent authority;
- (b) provide forecasts and/or warnings for local meteorological conditions on aerodromes for which it is responsible;
- (c) keep the forecasts and warnings under continuous review and issue amendments promptly when necessary, and cancel any forecast of the same type previously issued for the same place and for the same period of validity or part thereof;
- (d) provide briefing, consultation and flight documentation to flight crew members and/or other flight operations personnel;
- (e) provide climatological information;
- (f) provide its associated air traffic services unit, aeronautical information service unit and meteorological watch office with information received on pre-eruption volcanic activity, a volcanic eruption or volcanic ash cloud;
- (g) provide, if applicable, meteorological information to search and rescue services units and maintain liaison with the search and rescue services unit(s) throughout a search and rescue operation;
- (h) provide meteorological information to relevant aeronautical information services units, as necessary, for the conduct of their functions;
- (i) prepare and/or obtain forecast and other relevant meteorological information necessary for the performance of the ATS units functions; and
- (j) provide its associated air traffic services unit, aeronautical information service unit and meteorological watch offices with information received on the release of radioactive materials into the atmosphere.

MET.OR.220 Aerodrome forecasts

- (a) An aerodrome meteorological office shall issue aerodrome forecasts as a TAF at a specified time, and shall provide a concise statement of the expected meteorological conditions at an aerodrome for a specified period.

- (b) When issuing TAF, the aerodrome meteorological office shall ensure that not more than one TAF is valid at an aerodrome at any given time.

MET.OR.225 Forecasts for landing

- (a) An aerodrome meteorological office shall prepare forecasts for landing as determined by the competent authority.
- (b) This forecast for landing shall be issued in the form of a TREND forecast.
- (c) The period of validity of a TREND forecast shall be 2 hours from the time of the report which forms part of the landing forecast.

MET.OR.230 Forecasts for take-off

An aerodrome meteorological office shall:

- (a) prepare forecasts for take-off as determined by the competent authority; and
- (b) supply forecasts for take-off to operators and flight crew members on request within the 3 hours before the expected time of departure.

MET.OR.235 Aerodrome warnings and wind shear warnings and alerts

An aerodrome meteorological office shall:

- (a) give concise aerodrome warnings information on meteorological conditions which could adversely affect aircraft on the ground, including parked aircraft and the aerodrome facilities and services;
- (b) prepare wind shear warnings for aerodromes where wind shear is considered a factor, in accordance with local arrangements with the appropriate ATS unit and operators concerned;
- (c) give concise meteorological information on the observed or expected existence of wind shear which could adversely affect aircraft on the approach path or take-off path or during circling approach between runway level and 1 600 ft (500 m) above that level and aircraft on the runway during the landing roll or take-off run. Where local topography has been shown to produce significant wind shears at heights in excess of 1 600 ft (500 m) above runway level, then 1 600 ft (500 m) shall not be considered restrictive;
- (d) issue, at aerodromes where wind shear is detected by automated, ground-based, wind shear remote-sensing or detection equipment, wind shear alerts generated by these systems; and
- (e) cancel warnings when the conditions are no longer occurring and/or no longer expected to occur at the aerodrome.

MET.OR.240 Information for use by operator or flight crew

- (a) An aerodrome meteorological office shall provide operators and flight crew members with:
 - (1) forecasts, originating from the WAFS, of the elements listed in MET.OR.265(a)(1) and (2);
 - (2) METAR or SPECI, including TREND forecasts, TAF or amended TAF for the aerodromes of departure and intended landing, and for take-off, en-route and destination alternate aerodromes;

- (3) aerodrome forecasts for take-off;
 - (4) SIGMET and special air-reports relevant to the whole route;
 - (5) volcanic ash and tropical cyclone advisory information relevant to the whole route;
 - (6) area forecasts for low-level flights in chart form prepared in support of the issuance of an AIRMET message, and an AIRMET message for low-level flights relevant to the whole route;
 - (7) aerodrome warnings for the local aerodrome;
 - (8) meteorological satellite images; and
 - (9) ground-based weather radar information.
- (b) Whenever the meteorological information to be included in the flight documentation differs materially from that made available for flight planning, the aerodrome meteorological office shall:
- (1) advise immediately the operator or flight crew concerned; and
 - (2) if practicable, provide the revised meteorological information in agreement with the operator.

Chapter 3 — Requirements for meteorological watch offices

MET.OR.245 Watch and other information

Within its area of responsibility, the meteorological watch office shall:

- (a) maintain continuous watch over meteorological conditions affecting flight operations;
- (b) coordinate with the organisation responsible for the provision of NOTAM and/or ASHTAM to ensure that meteorological information on volcanic ash included in SIGMET and NOTAM and/or ASHTAM messages is consistent;
- (c) coordinate with selected volcano observatories to ensure that information on volcanic activity is received in an efficient and timely manner;
- (d) provide its associated area control centre/flight information centre (ACC/FIC), and its associated VAAC with information received on pre-eruption volcanic activity, a volcanic eruption and volcanic ash cloud for which a SIGMET has not already been issued;
- (e) provide its associated ACC/FIC and aeronautical information service units with information received on the release of radioactive materials into the atmosphere in the area or adjacent areas for which it maintains watch and for which a SIGMET has not already been issued; and
- (f) prepare and/or obtain forecasts and other relevant meteorological information necessary for the performance of the ATS units functions.

MET.OR.250 SIGMET messages

A meteorological watch office shall:

- (a) provide and disseminate SIGMET messages;

- (b) give a concise description in abbreviated plain language concerning the occurrence and/or expected occurrence of specified en-route weather phenomena which may affect the safety of aircraft operations, and of the development of those phenomena in time and space;
- (c) ensure that the SIGMET message is cancelled when the phenomena are no longer occurring or are no longer expected to occur in the area covered by the SIGMET message;
- (d) ensure that the period of validity of a SIGMET message is not more than 4 hours, and in the special case of SIGMET messages for volcanic ash cloud and tropical cyclones, it shall be extended up to 6 hours; and
- (e) ensure that SIGMET messages are issued not more than 4 hours before the commencement of the period of validity, and in the special case of SIGMET messages for volcanic ash cloud and tropical cyclones, as soon as practicable, but not more than 12 hours before the commencement of the period of validity, and updated at least every 6 hours.

MET.OR.255 AIRMET messages

A meteorological watch office shall:

- (a) provide and disseminate AIRMET messages when the density of traffic operating below flight level 100, or up to flight level 150 in mountainous areas, or higher, where necessary, warrants the issue and dissemination of area forecasts for such operations;
- (b) give a concise description in abbreviated plain language concerning the occurrence and/or expected occurrence of specified en-route weather phenomena, which have not been included in MET.OR.260 and which may affect the safety of low-level flights, and of the development of those phenomena in time and space;
- (c) cancel the AIRMET message when the phenomena are no longer occurring or are no longer expected to occur in the area; and
- (d) ensure that the period of validity of an AIRMET message is not more than 4 hours.

MET.OR.260 Area forecasts for low-level flights

A meteorological watch office shall:

- (a) provide area forecast for low-level flights when the density of traffic operating below flight level 100, or up to flight level 150 in mountainous areas, or higher, where necessary, warrants the routine issue and dissemination of area forecasts for such operations;
- (b) ensure that the frequency of issue, the form, and the fixed time or period of validity of area forecast for low-level flights and the criteria for amendments thereto, are as determined by the competent authority; and
- (c) ensure that area forecasts for low-level flights prepared in support of the issuance of an AIRMET message are issued every 6 hours for a period of validity of 6 hours and transmitted to the meteorological watch offices concerned not later than 1 hour prior to the beginning of their validity period.

Chapter 4 — Requirements for Volcanic Ash Advisory Centre (VAAC)

MET.OR.265 Volcanic Ash Advisory Centre responsibilities

In its area of responsibility, the VAAC shall:

- (a) when a volcano has erupted, or is expected to erupt, or volcanic ash is reported, provide advisory information regarding the extent and forecast movement of the volcanic ash cloud to:
 - (1) the European aviation crisis coordination cell;
 - (2) meteorological watch offices serving flight information regions in its area of responsibility which may be affected;
 - (3) operators, area control centres, and flight information centres serving flight information regions in its area of responsibility which may be affected;
 - (4) world area forecast centres, international OPMET databanks, international NOTAM offices and centres designated by regional air navigation agreement for the operation of aeronautical fixed service satellite distribution systems; and
 - (5) other VAACs whose areas of responsibility may be affected.
- (b) coordinate with selected volcano observatories to ensure that information on volcanic activity is received in an efficient and timely manner;
- (c) provide the advisory meteorological information in (a) at least every 6 hours until such time as the volcanic ash cloud is no longer identifiable from satellite data, no further meteorological reports of volcanic ash are received from the area and no further eruptions of the volcano are reported; and
- (d) maintain a 24-hour watch.

Chapter 5 — Requirements for Tropical Cyclone Advisory Centre (TCAC)

MET.OR.270 Tropical Cyclone Advisory Centre responsibilities

A TCAC shall issue:

- (a) advisory information concerning the position of the cyclone centre, its direction and speed of movement, central pressure and maximum surface wind near the centre in abbreviated plain language to:
 - (1) meteorological watch offices in its area of responsibility;
 - (2) other TCACs whose areas of responsibility may be affected; and
 - (3) world area forecast centres, international OPMET databanks and centres responsible for the operation of aeronautical fixed service satellite distribution systems; and

- (4) updated advisory information to meteorological watch offices for each tropical cyclone, as necessary, but at least every 6 hours.

Chapter 6 — Requirements for World Area Forecast Centre (WAFC)

MET.OR.275 World Area Forecast Centre responsibilities

- (a) The WAFC shall provide, in a digital form:
 - (1) gridded global forecasts of:
 - (i) upper wind;
 - (ii) upper-air temperature and humidity;
 - (iii) geopotential altitude of flight levels;
 - (iv) flight level and temperature of tropopause;
 - (v) direction, speed and flight level of maximum wind;
 - (vi) cumulonimbus clouds;
 - (vii) icing; and
 - (viii) turbulence; and
 - (2) global forecasts of significant weather (SIGWX) phenomena, including volcanic activity and release of radioactive materials.
- (b) The WAFC shall ensure that world area forecast system products in digital form are transmitted using binary data communications techniques.

SUBPART B — TECHNICAL REQUIREMENTS FOR THE PROVISION OF METEOROLOGICAL SERVICES (MET.TR)

Section 1 — General requirements

MET.TR.115 Meteorological bulletins

- (a) Meteorological bulletins shall contain a heading consisting of:
 - (1) an identifier of four letters and two figures;
 - (2) the ICAO four-letter location indicator corresponding to the geographical location of the meteorological service provider originating or compiling the meteorological bulletin;
 - (3) a day-time group; and
 - (4) if required, a three-letter indicator.
- (b) Meteorological bulletins containing operational meteorological information to be transmitted via the AFTN shall be encapsulated in the text part of the AFTN message format.

Section 2 — Specific requirements

Chapter 1 — Technical requirements for aeronautical meteorological stations

MET.TR.200 Meteorological reports and other information

- (a) Local routine and local special reports and METAR shall contain the following elements in the order indicated:
 - (1) identification of the type of report;
 - (2) location indicator;
 - (3) time of the observation;
 - (4) identification of an automated or missing report, when applicable;
 - (5) surface wind direction and speed;
 - (6) visibility;
 - (7) runway visual range, when the reporting criteria are met;
 - (8) present weather;
 - (9) cloud amount, cloud type only for cumulonimbus and towering cumulus clouds and height of cloud base or, where measured, vertical visibility;
 - (10) air temperature and dew-point temperature;
 - (11) QNH and, when applicable, in local routine and local special reports, QFE; and
 - (12) supplementary information, as determined by the competent authority.
- (b) In local routine and local special reports:
 - (1) if the surface wind is observed from more than one location along the runway, the locations for which these values are representative shall be indicated;

- (2) when there is more than one runway in use and the surface wind related to these runways is observed, the available wind values for each runway shall be given, and the runways to which the values refer shall be reported;
 - (3) when variations from the mean wind direction are reported in accordance with MET.TR.205(a)(3)(ii)(B), the two extreme directions between which the surface wind has varied shall be reported; and
 - (4) when variations from the mean wind speed are reported in accordance with MET.TR.205(a)(3)(iii), they shall be reported as the maximum and minimum values of the wind speed attained.
- (c) METAR
- (1) METAR shall be issued in accordance with the template shown in Appendix V and disseminated in the METAR code form prescribed by the World Meteorological Organization.
 - (2) If disseminated in digital form, METAR shall be:
 - (i) formatted in accordance with a globally interoperable information exchange model and shall use geography markup language (GML); and
 - (ii) accompanied by the appropriate metadata.
 - (3) METAR shall be filed for transmission not later than 5 minutes after the actual time of observation.
- (d) Information on visibility, runway visual range, present weather and cloud amount, cloud type and height of cloud base shall be replaced in all meteorological reports by the term 'CAVOK' when the following conditions occur simultaneously at the time of observation:
- (1) visibility, 10 km or more, and the lowest visibility is not reported;
 - (2) no cloud of operational significance; and
 - (3) no weather of significance to aviation.
- (e) The list of criteria to provide local special reports shall include:
- (1) those values which most closely correspond to the operating minima of the operators using the aerodrome;
 - (2) those values which satisfy other local requirements of the ATS units and of the operators;
 - (3) an increase in air temperature of 2 °C or more from that given in the latest local report, or an alternative threshold value as agreed between the meteorological service providers, the appropriate ATS unit and the operators concerned;
 - (4) the available supplementary information concerning the occurrence of significant meteorological conditions in the approach and climb-out areas;
 - (5) when noise abatement procedures are applied and the variation of the mean surface wind speed has changed by 5 kt (2.5 m/s) or more from that at the time of the latest local report, the mean speed before and/or after the change being 15 kt (7.5 m/s) or more;
 - (6) when the mean surface wind direction has changed by 60° or more from that given in the latest report, the mean speed before and/or after the change being 10 kt (5 m/s) or more;

- (7) when the mean surface wind speed has changed by 10 kt (5 m/s) or more from that given in the latest local report;
 - (8) when the variation from the mean surface wind speed has increased by 10 kt (5 m/s) or more from that at the time of the latest local report, the mean speed before and/or after the change being 15 kt (7.5 m/s) or more;
 - (9) when the onset, cessation or change in intensity of any of the following weather phenomena occurs:
 - (i) freezing precipitation;
 - (ii) moderate or heavy precipitation, including showers thereof; and
 - (iii) thunderstorm, with precipitation;
 - (10) when the onset or cessation of any of the following weather phenomena occurs:
 - (i) freezing fog; and
 - (ii) thunderstorm, without precipitation; and
 - (11) when the amount of a cloud layer below 1 500 ft (450 m) changes:
 - (i) from SCT or less to BKN or OVC; or
 - (ii) from BKN or OVC to SCT or less.
- (f) In agreement between the meteorological services provider and the competent authority, local special reports may be issued whenever the following changes occur:
- (1) when the wind changes through values of operational significance. The threshold values should be established by the meteorological service provider in consultation with the appropriate ATS unit and operators concerned, taking into account changes in the wind which would:
 - (i) require a change in runway(s) in use; and
 - (ii) indicate that the runway tailwind and crosswind components have changed through values representing the main operating limits for typical aircraft operating at the aerodrome;
 - (2) when the visibility is improving and changes to or passes through one or more of the following values, or when the visibility is deteriorating and passes through one or more of the following values:
 - (i) 800, 1 500 or 3 000 m; and
 - (ii) 5 000 m, in cases where significant numbers of flights are operated in accordance with the visual flight rules;
 - (3) when the runway visual range is improving and changes to or passes through one or more of the following values, or when the runway visual range is deteriorating and passes through one or more of the following values: 50, 175, 300, 550 or 800 m;
 - (4) when the onset, cessation or change in intensity of any of the following weather phenomena occurs:
 - (i) dust storm;

- (ii) sandstorm; and
- (iii) funnel cloud (tornado or waterspout);
- (5) when the onset or cessation of any of the following weather phenomena occurs:
 - (i) ice crystals;
 - (ii) low drifting dust, sand or snow;
 - (iii) blowing dust, sand or snow; and
 - (iv) squall;
- (6) when the height of base of the lowest cloud layer of BKN or OVC extent is lifting and changes to or passes through one or more of the following values, or when the height of base of the lowest cloud layer of BKN or OVC extent is lowering and passes through one or more of the following values:
 - (i) 100, 200, 500 or 1 000 ft (30, 60, 150 or 300 m); and
 - (ii) 1 500 ft (450 m), in cases where significant numbers of flights are operated in accordance with the visual flight rules;
- (7) when the sky is obscured and the vertical visibility is improving and changes to or passes through one or more of the following values, or when the vertical visibility is deteriorating and passes through one or more of the following values: 100, 200, 500 or 1 000 ft (30, 60, 150 or 300 m); and
- (8) any other criteria based on local aerodrome operating minima, as agreed between the meteorological services providers and the operators.

MET.TR.205 Reporting of meteorological elements

- (a) Surface wind direction and speed
 - (1) In local routine and local special reports and in METAR, the surface wind direction and speed shall be reported in steps of 10 degrees true and 1 kt (0.5 m/s) respectively.
 - (2) Any observed value that does not fit the reporting scale in use shall be rounded to the nearest step in the scale.
 - (3) In local routine and local special reports and in METAR:
 - (i) the units of measurement used for the wind speed shall be indicated;
 - (ii) variations from the mean wind direction during the past 10 minutes shall be reported as follows, if the total variation is 60° or more:
 - (A) when the total variation is 60° or more and less than 180° and the wind speed is 3 kt (1.5 m/s) or more, such directional variations shall be reported as the two extreme directions between which the surface wind has varied;
 - (B) when the total variation is 60° or more and less than 180° and the wind speed is less than 3 kt (1.5 m/s), the wind direction shall be reported as variable with no mean wind direction; or
 - (C) when the total variation is 180° or more, the wind direction shall be reported as variable with no mean wind direction;

- (iii) variations from the mean wind speed, during the past 10 minutes shall be reported when the maximum wind speed exceeds the mean speed by:
 - (A) 5 kt (2.5 m/s) or more in local routine and local special reports when noise abatement procedures are applied; or
 - (B) 10 kt (5 m/s) or more otherwise;
 - (iv) when a wind speed of less than 1 kt (0.5 m/s) is reported, it shall be indicated as calm; and
 - (v) when a wind speed of 100 kt (50 m/s) or more is reported, it shall be indicated to be more than 99 kt (49 m/s); and
- (4) In METAR:
- (i) when variations from the mean wind speed are reported in accordance with MET.TR.255(a), the maximum value of the wind speed attained shall be reported; and
 - (ii) when the 10-minute period includes a marked discontinuity in the wind direction and/or speed, only variations from the mean wind direction and mean wind speed occurring since the discontinuity shall be reported.
- (b) Visibility
- (1) In local routine and local special reports and in METAR, the visibility shall be reported in steps of 50 m when the visibility is less than 800 m; in steps of 100 m when it is 800 m or more, but less than 5 km; in kilometre steps when the visibility is 5 km or more, but less than 10 km; and it shall be given as 10 km when the visibility is 10 km or more, except when the conditions for the use of CAVOK apply.
 - (2) Any observed value which does not fit the reporting scale in use shall be rounded down to the nearest lower step in the scale.
 - (3) In local routine and local special reports, visibility along the runway(s) shall be reported together with the units of measurement used to indicate visibility.
- (c) Runway Visual Range (RVR)
- (1) In local routine and local special reports and in METAR, the RVR shall be reported in steps of 25 m when it is less than 400 m; in steps of 50 m when it is between 400 and 800 m; and in steps of 100 m when it is more than 800 m.
 - (2) Any observed value which does not fit the reporting scale in use shall be rounded down to the nearest lower step in the scale.
 - (3) In local routine and local special reports and in METAR:
 - (i) when the RVR is above the maximum value that can be determined by the system in use, it shall be reported using the abbreviation 'ABV' in local routine and local special reports, and the abbreviation 'P' in METAR followed by the maximum value that can be determined by the system; and
 - (ii) when the RVR is below the minimum value that can be determined by the system in use, it shall be reported using the abbreviation 'BLW' in local routine and local

special reports, and the abbreviation ‘M’ in METAR, followed by the minimum value that can be determined by the system.

- (4) In local routine and local special reports:
 - (i) the units of measurement used shall be included;
 - (ii) if the RVR is observed from only one location along the runway, such as the touchdown zone, it shall be included without any indication of location;
 - (iii) if the RVR is observed from more than one location along the runway, the value representative of the touchdown zone shall be reported first, followed by the values representative of the mid-point and stop-end, and the locations for which these values are representative shall be indicated; and
 - (iv) when there is more than one runway in use, the available RVR values for each runway shall be reported, and the runways to which the values refer shall be indicated.
- (d) Present weather phenomena
 - (1) In local routine and local special reports, observed present weather phenomena shall be reported in terms of type and characteristics and qualified with respect to intensity, as appropriate.
 - (2) In METAR, observed present weather phenomena shall be reported in terms of type and characteristics and qualified with respect to intensity or proximity to the aerodrome, as appropriate.
 - (3) In local routine and local special reports and in METAR, the following characteristics of present weather phenomena, as necessary, shall be reported using their respective abbreviations and relevant criteria, as appropriate:
 - (i) Thunderstorm (TS)

Used to report a thunderstorm with precipitation. When thunder is heard or lightning is detected at the aerodrome during the 10-minute period preceding the time of observation but no precipitation is observed at the aerodrome, the abbreviation ‘TS’ shall be used without qualification.
 - (ii) Freezing (FZ)

Supercooled water droplets or precipitation, used with types of present weather phenomena in accordance with Appendix VI.
 - (4) In local routine and local special reports and in METAR:
 - (i) one or more, up to a maximum of three, of the present weather abbreviations shall be used, as necessary, together with an indication, where appropriate, of the characteristics and intensity or proximity to the aerodrome, so as to convey a complete description of the present weather of significance to flight operations;
 - (ii) the indication of intensity or proximity, as appropriate, shall be reported first followed respectively by the characteristics and the type of weather phenomena; and

- (iii) where two different types of weather are observed, they shall be reported in two separate groups, where the intensity or proximity indicator refers to the weather phenomenon which follows the indicator. However, different types of precipitation occurring at the time of observation shall be reported as one single group with the dominant type of precipitation reported first and preceded by only one intensity qualifier which refers to the intensity of the total precipitation.

(e) Clouds

- (1) In local routine and local special reports and in METAR, the height of cloud base shall be reported in steps of 100 ft (30 m) up to 10 000 ft (3 000 m).
- (2) Any observed value which does not fit the reporting scale in use shall be rounded down to the nearest lower step in the scale.
- (3) In local routine and local special reports:
 - (i) the units of measurement used for the height of cloud base and vertical visibility shall be indicated; and
 - (ii) when there is more than one runway in use and the heights of cloud bases are observed by instruments for these runways, the available heights of cloud bases for each runway shall be reported, and the runways to which the values refer shall be indicated.

(f) Air temperature and dew-point temperature

- (1) In local routine and local special reports and in METAR, the air temperature and the dew-point temperature shall be reported in steps of whole degrees Celsius.
- (2) Any observed value which does not fit the reporting scale in use shall be rounded to the nearest whole degree Celsius, with observed values involving 0.5° rounded up to the next higher whole degree Celsius.
- (3) In local routine and local special reports and in METAR, a temperature below 0 °C shall be identified.

(g) Atmospheric pressure

- (1) In local routine and local special reports and in METAR, QNH and QFE shall be computed in tenths of hectopascals and reported therein in steps of whole hectopascals, using four digits.
- (2) Any observed value which does not fit the reporting scale in use shall be rounded down to the nearest lower whole hectopascal.
- (3) In local routine and local special reports:
 - (i) QNH shall be included;
 - (ii) QFE shall be included if required by users or, if so agreed locally between the provider of meteorological services, the ATS unit and the operators concerned, on a regular basis;
 - (iii) the units of measurement used for QNH and QFE values shall be included; and

- (iv) if QFE values are required for more than one runway, the required QFE values for each runway shall be reported, and the runway(s) to which the values refer shall be indicated.
- (4) In METAR, only QNH values shall be included.

MET.TR.210 Observing meteorological elements

The following meteorological elements shall be observed and/or measured with specified accuracy and disseminated by automatic or semi-automatic meteorological observing system.

(a) Surface wind direction and speed

The mean direction and the mean speed of the surface wind shall be measured, as well as significant variations of the wind direction and speed, and reported in degrees true and knots, respectively.

(1) Siting

The meteorological instrument used to measure surface wind direction and speed shall be situated in such a way as to provide data which is representative of the area for which the measurements are required.

(2) Display

Surface wind displays relating to each sensor shall be located in the meteorological station. The displays in the meteorological station shall relate to the same sensors, and where separate sensors are required, the displays shall be clearly marked to identify the runway and section of runway monitored by each sensor.

(3) Averaging

The averaging period for surface wind observations shall be:

- (i) 2 minutes for local routine and local special reports and for wind displays in ATS units; and
- (ii) 10 minutes for METAR, except that when the 10-minute period includes a marked discontinuity in the wind direction and/or speed; only data occurring after the discontinuity shall be used for obtaining mean values; hence, the time interval in these circumstances shall be correspondingly reduced.

(b) Visibility

- (1) The visibility shall be measured or observed, and reported in metres or kilometres.

(2) Siting

The meteorological instrument used to measure visibility shall be situated in such a way as to supply data which is representative of the area for which the measurements are required.

(3) Displays

When instrumented systems are used for the measurement of visibility, visibility displays relating to each sensor shall be located in the meteorological station. The displays in the meteorological station shall relate to the same sensors, and where separate sensors are required, the displays shall be clearly marked to identify the area monitored by each sensor.

(4) Averaging

The averaging period shall be 10 minutes for METAR, except that when the 10-minute period immediately preceding the observation includes a marked discontinuity in the visibility, only those values occurring after the discontinuity shall be used for obtaining mean values.

(c) Runway visual range (RVR)

(1) Siting

The meteorological instrument used to assess the RVR shall be situated in such a way as to provide data which is representative of the area for which the observations are required.

(2) Instrumented systems

Instrumented systems based on transmissometers or forward-scatter meters shall be used to assess RVR on runways intended for Categories II and III instrument approach and landing operations, and for Category I instrument approach and landing operations as determined by the competent authority.

(3) Display

(i) Where the RVR is determined by instrumented systems, one display or more, if required, shall be located in the meteorological station. The displays in the meteorological station shall relate to the same sensors, and where separate sensors are required, the displays shall be clearly marked to identify the runway and section of runway monitored by each sensor.

(ii) The displays in the meteorological station and in the ATS units shall be related to the same sensors, and where separate sensors are required, the displays shall be clearly marked to identify the runway and section of runway monitored by each sensor.

(4) Averaging

(i) Where instrumented systems are used for the assessment of the RVR, their output shall be updated at least every 60 seconds to permit the provision of current, representative values.

(ii) The averaging period for RVR range values shall be:

(A) 1 minute for local routine and special reports and for RVR displays in ATS units; and

(B) 10 minutes for METAR, except that when the 10-minute period immediately preceding the observation includes a marked discontinuity in RVR values; then only those values occurring after the discontinuity shall be used for obtaining mean values.

(d) Present weather phenomena

(1) The following present weather phenomena shall be reported, as a minimum: rain, drizzle, snow and freezing precipitation, including intensity thereof, haze, mist, fog, freezing fog and thunderstorms, including thunderstorms in the vicinity.

(2) Siting

The meteorological instrument used to measure present weather at the aerodrome and its vicinity shall be situated in such a way as to provide data which is representative of the area for which the measurements are required.

(e) Clouds

(1) Cloud amount, cloud type and height of cloud base shall be observed and reported as necessary to describe the clouds of operational significance. When the sky is obscured, vertical visibility shall be observed and reported, where measured, instead of cloud amount, cloud type and height of cloud base. The height of cloud base and vertical visibility shall be reported in feet.

(2) Siting

The meteorological instrument used to measure clouds amount and height shall be situated in such a way as to provide data which is representative of the area for which the measurements are required.

(3) Display

When automated equipment is used for the measurement of the height of cloud base, at least one display shall be located in the meteorological station. The displays in the meteorological station shall relate to the same sensors, and where separate sensors are required, the displays shall be clearly marked to identify the area monitored by each sensor.

(4) Reference level

(i) The height of cloud base shall be reported above aerodrome elevation.

(ii) When a precision approach runway in use has a threshold elevation of 50 ft (15 m) or more below the aerodrome elevation, local arrangements shall be made in order that the height of cloud bases reported to arriving aircraft shall refer to the threshold elevation.

(iii) In the case of reports from offshore structures, the height of cloud base shall be given above mean sea level.

(f) Air temperature and dew-point temperature

(1) The air temperature and dew-point temperature shall be measured, displayed and reported in degrees Celsius.

(2) When automated equipment is used for the measurement of air temperature and dew-point temperature, the displays shall be located in the meteorological station. The displays in the meteorological station shall relate to the same sensors.

(g) Atmospheric pressure

(1) The atmospheric pressure shall be measured, and QNH and QFE values shall be computed and reported in hectopascals.

(2) Display

(i) When automated equipment is used for the measurement of atmospheric pressure, QNH and, if required in accordance with MET.TR.205(g)(3)(ii), QFE displays

relating to the barometer shall be located in the meteorological station. When QFE values are displayed for more than one runway, the displays shall be clearly marked to identify the runway to which the QFE value displayed refers.

- (ii) When QFE values are displayed for more than one runway, as specified in MET.TR.255(g)(3)(iv), the displays shall be clearly marked to identify the runway to which the QFE value displayed refers.
- (3) Reference level
A reference level for the computation of QFE shall be used.

Chapter 2 — Technical requirements for aerodrome meteorological offices

MET.TR.215 Forecast and other information

- (a) Meteorological information for operators and flight crew members shall:
 - (1) cover the flight in respect of time, altitude and geographical extent;
 - (2) relate to appropriate fixed times or periods of time;
 - (3) extend to the aerodrome of intended landing, also covering the meteorological conditions expected between the aerodrome of intended landing and alternate aerodromes designated by the operator; and
 - (4) be up to date.
- (b) Meteorological information provided to rescue coordination centres shall include the meteorological conditions that existed in the last known position of a missing aircraft and along the intended route of that aircraft with particular reference to elements which are not being distributed routinely.
- (c) Meteorological information provided to aeronautical information services units shall include:
 - (1) information on meteorological service intended for inclusion in the aeronautical information publication(s) concerned;
 - (2) information necessary for the preparation of NOTAM or ASHTAM; and
 - (3) information necessary for the preparation of aeronautical information circulars.
- (d) Meteorological information included in flight documentation shall be represented as follows:
 - (1) winds on charts shall be depicted by arrows with feathers and shaded pennants on a sufficiently dense grid;
 - (2) temperatures shall be depicted by figures on a sufficiently dense grid;
 - (3) wind and temperature data selected from the data sets received from a world area forecast centre shall be depicted in a sufficiently dense latitude/longitude grid;
 - (4) wind arrows shall take precedence over temperatures and chart background; and
 - (5) height indications to en-route meteorological conditions shall be expressed and all references to aerodrome meteorological conditions shall be expressed in height above the aerodrome elevation.
- (e) Flight documentation shall comprise:

- (1) forecasts of upper-wind and upper-air temperature;
- (2) SIGWX phenomena;
- (3) METAR or, when issued, SPECI for the aerodromes of departure and intended landing, and for take-off, en-route and destination alternate aerodromes;
- (4) TAF or amended TAF for the aerodromes of departure and intended landing, and for take-off, en-route and destination alternate aerodromes;
- (5) a SIGMET message, and, when issued, an AIRMET message and appropriate special air-reports relevant to the whole route; and
- (6) volcanic ash and tropical cyclone advisory information relevant to the whole route.

However, when agreed between the aerodrome meteorological office and the operators concerned, flight documentation for flights of two hours' duration or less, after a short stop or turnaround, may be limited to the information operationally needed, but in all cases the flight documentation shall at least comprise the meteorological information listed in (2), (3) and (5).

- (f) Charts generated from digital forecasts shall be made available, as required by operators, for fixed areas of coverage as shown in Appendix III.
- (g) When forecasts of upper-wind and upper-air temperature listed under MET.OR.275(a)(1) are supplied in chart form, they shall be fixed-time prognostic charts for flight levels as specified in MET.TR.275(b)(3)(i) and (ii). When forecasts of SIGWX phenomena listed under MET.OR.275(a)(2) are supplied in chart form, they shall be fixed-time prognostic charts for an atmospheric layer limited by flight levels as specified in MET.TR.275(c)(3).
- (h) The forecasts of upper-wind and upper-air temperature and of SIGWX phenomena above flight level 100 shall be supplied as soon as they become available, but not later than 3 hours before departure.
- (i) Aeronautical climatological information shall be prepared in the form of aerodrome climatological tables and aerodrome climatological summaries.

MET.TR.220 Aerodrome forecasts

- (a) Aerodrome forecasts and amendments thereto shall be issued as a TAF and shall include, in the order indicated, the:
 - (1) identification of the type of forecast;
 - (2) location indicator;
 - (3) time of issue of forecast;
 - (4) identification of a missing forecast, when applicable;
 - (5) date and period of validity of forecast;
 - (6) identification of a cancelled forecast, when applicable;
 - (7) surface wind;
 - (8) visibility;
 - (9) weather;
 - (10) cloud; and

- (11) expected significant changes to one or more of these elements during the period of validity.
- (b) TAF shall be issued in accordance with the template shown in Appendix IV and disseminated in the TAF code form.
- (c) The period of validity of a routine TAF shall be either 9 or 24 or 30 hours and shall be filed for transmission not earlier than 1 hour before the commencement of their period of validity.
- (d) TAF, if disseminated in digital form, shall:
 - (1) be formatted in accordance with a globally interoperable information exchange model;
 - (2) use geography markup language (GML); and
 - (3) be accompanied by the appropriate metadata.
- (e) The meteorological elements included in TAF shall be:
 - (1) Surface wind
 - (i) In forecasting surface wind, the expected prevailing direction shall be given.
 - (ii) When it is not possible to forecast a prevailing surface wind direction due to its expected variability, the forecasted wind direction shall be indicated as variable using 'VRB'.
 - (iii) When the wind is forecasted to be less than 1 kt (0.5 m/s), the forecasted wind speed shall be indicated as calm.
 - (iv) When the forecasted maximum speed exceeds the forecasted mean wind speed by 10 kt (5 m/s) or more, the forecasted maximum wind speed shall be indicated.
 - (v) When a wind speed of 100 kt (50 m/s) or more is forecasted, it shall be indicated to be more than 99 kt (49 m/s).
 - (2) Visibility
 - (i) When the visibility is forecasted to be less than 800 m, it shall be expressed in steps of 50 m; when it is forecasted to be 800 m or more, but less than 5 km, in steps of 100 m; when it is forecasted to be 5 km or more, but less than 10 km, in kilometre steps; and when it is forecasted to be 10 km or more, it shall be expressed as 10 km, except when conditions of CAVOK are forecasted to apply. The prevailing visibility shall be forecasted.
 - (ii) When visibility is forecasted to vary in different directions and the prevailing visibility cannot be forecasted, the lowest forecasted visibility shall be given.
 - (3) Weather phenomena
 - (i) One or more, up to a maximum of three, of the following weather phenomena or combinations thereof, together with their characteristics and, where appropriate, intensity, shall be forecasted if they are expected to occur at the aerodrome:
 - (A) freezing precipitation;
 - (B) freezing fog;
 - (C) moderate or heavy precipitation (including showers thereof);

- (D) low drifting dust, sand or snow;
 - (E) blowing dust, sand or snow;
 - (F) dust storm;
 - (G) sandstorm;
 - (H) thunderstorm (with or without precipitation);
 - (I) squall;
 - (J) funnel cloud (tornado or waterspout); and
 - (K) other weather phenomena, as agreed by the aerodrome meteorological office with the ATS units and operators concerned.
- (ii) The expected end of occurrence of those phenomena shall be indicated by the abbreviation 'NSW'.
- (4) Cloud
- (i) The cloud amount shall be forecast using the abbreviations 'FEW', 'SCT', 'BKN' or 'OVC' as necessary. When it is expected that the sky will remain or become obscured and clouds cannot be forecasted and information on vertical visibility is available at the aerodrome, the vertical visibility shall be forecasted in the form 'VV' followed by the forecasted value of the vertical visibility.
 - (ii) When several layers or masses of cloud are forecasted, their amount and height of base shall be included in the following order:
 - (A) the lowest layer or mass regardless of amount, to be forecasted as FEW, SCT, BKN or OVC as appropriate;
 - (B) the next layer or mass covering more than 2/8, to be forecast as SCT, BKN or OVC as appropriate;
 - (C) the next higher layer or mass covering more than 4/8, to be forecast as BKN or OVC as appropriate; and
 - (D) cumulonimbus clouds and/or towering cumulus clouds, whenever forecasted and not already included under (A) to (C).
 - (iii) Cloud information shall be limited to cloud of operational significance; when no cloud of operational significance is forecasted and 'CAVOK' is not appropriate, the abbreviation 'NSC' shall be used.
- (f) Use of change groups
- (1) The criteria used for the inclusion of change groups in TAF or for the amendment of TAF shall be based on any of the following weather phenomena, or combinations thereof, being forecasted to begin or end or change in intensity:
 - (i) freezing fog;
 - (ii) freezing precipitation;
 - (iii) moderate or heavy precipitation (including showers thereof);
 - (iv) thunderstorm;

- (v) dust storm; and
 - (vi) sandstorm.
- (2) When a change in any of the elements given in (a) is required to be indicated in accordance with the criteria given in (g)(2), the change indicators ‘BECMG’ or ‘TEMPO’ shall be used followed by the time period during which the change is expected to occur. The time period shall be indicated as the beginning and end of the period in whole hours UTC. Only those elements for which a significant change is expected shall be included following a change indicator. However, in the case of significant changes in respect of cloud, all cloud groups, including layers or masses not expected to change, shall be indicated.
 - (3) The change indicator ‘BECMG’ and the associated time group shall be used to describe changes where the meteorological conditions are expected to reach or pass through specified threshold values at a regular or irregular rate and at an unspecified time during the time period. The time period shall not exceed 4 hours.
 - (4) The change indicator ‘TEMPO’ and the associated time group shall be used to describe expected frequent or infrequent temporary fluctuations in the meteorological conditions which reach or pass specified threshold values and last for a period of less than 1 hour in each instance and, in the aggregate, cover less than one half of the forecast period during which the fluctuations are expected to occur. If the temporary fluctuation is expected to last 1 hour or longer, the change group ‘BECMG’ shall be used in accordance with (3) above, or the validity period should be subdivided in accordance with (5) below.
 - (5) Where one set of prevailing weather conditions is expected to change significantly and more or less completely to a different set of conditions, the period of validity shall be subdivided into self-contained periods using the abbreviation ‘FM’ followed immediately by a six-figure time group in days, hours and minutes UTC indicating the time the change is expected to occur. The subdivided period following the abbreviation ‘FM’ shall be self-contained and all forecasted conditions given before the abbreviation shall be superseded by those following the abbreviation.
- (g) The probability of occurrence of an alternative value of a forecast element or elements shall be included when:
- (1) a 30 or 40 % probability of alternative meteorological conditions exists during a specific forecast time period; or
 - (2) a 30 or 40 % probability of temporary fluctuations in meteorological conditions exists during a specific forecast time period.

This shall be indicated in the TAF by using the abbreviation ‘PROB’ followed by the probability in tens of per cent and, in the case of (1) above, the time period during which the values are expected to apply, or in the case of (2) above, by using the abbreviation ‘PROB’ followed by the probability in tens of per cent, the change indicator ‘TEMPO’ and associated time group.

MET.TR.225 Forecasts for landing

- (a) TREND forecasts shall be issued in accordance with Appendix V.

- (b) The units and scales used in the TREND forecast shall be the same as those used in the report to which it is appended.
- (c) The TREND forecast shall indicate significant changes in respect of one or more of the elements: surface wind, visibility, weather phenomena and clouds. Only those elements for which a significant change is expected, shall be included. However, in the case of significant changes in respect of cloud, all cloud groups, including layers or masses not expected to change, shall be indicated. In the case of a significant change in visibility, the phenomenon causing the reduction of visibility shall also be indicated. When no change is expected to occur, this shall be indicated by the term 'NOSIG'.

(1) Surface wind

The TREND forecast shall indicate changes in the surface wind which involve:

- (i) a change in the mean wind direction of 60° or more, the mean speed before and/or after the change being 10 kt (5 m/s) or more;
- (ii) a change in mean wind speed of 10 kt (5 m/s) or more; and
- (iii) changes in the wind through values of operational significance.

(2) Visibility

- (i) When the visibility is expected to improve and change to or pass through one or more of the following values, or when the visibility is expected to deteriorate and pass through one or more of the following values: 150, 350, 600, 800, 1 500 or 3 000 m, the trend forecast shall indicate the change.
- (ii) When significant numbers of flights are conducted in accordance with the visual flight rules, the forecast shall additionally indicate changes to or passing through 5 000 m.
- (iii) In TREND forecasts appended to METAR, visibility shall refer to the forecast prevailing visibility.

(3) Weather phenomena

- (i) The TREND forecast shall indicate the expected onset, cessation or change in intensity of any of the following weather phenomena or combinations thereof:
 - (A) freezing precipitation;
 - (B) moderate or heavy precipitation, including showers thereof;
 - (C) thunderstorm, with or without precipitation;
 - (D) dust storm;
 - (E) sandstorm; and
 - (F) other weather phenomena as agreed by the aerodrome meteorological office with the ATS units and operators concerned.
- (ii) The TREND forecast shall indicate the expected onset or cessation of any of the following weather phenomena or combinations thereof:
 - (A) freezing fog;
 - (B) low drifting dust, sand or snow;

- (C) blowing dust, sand or snow;
 - (D) thunderstorm (without precipitation);
 - (E) squall; and
 - (F) funnel cloud (tornado or waterspout).
- (iii) The total number of phenomena reported in (i) and (ii) shall not exceed three.
 - (iv) The expected end of occurrence of the weather phenomena shall be indicated by the abbreviation 'NSW'.
- (4) Clouds
- (i) When the height of base of a cloud layer of BKN or OVC extent is expected to lift and change to or pass through one or more of the following values, or when the height of base of a cloud layer of BKN or OVC extent is expected to lower and pass through one or more of the following values: 100, 200, 500, 1 000 and 1 500 ft (30, 60, 150, 300 and 450 m), the TREND forecast shall indicate the change.
 - (ii) When the height of base of a cloud layer is below or is expected to fall below or rise above 1 500 ft (450 m), the TREND forecast shall also indicate changes in cloud amount from FEW, or SCT increasing to BKN or OVC, or changes from BKN or OVC decreasing to FEW or SCT.
 - (iii) When no clouds of operational significance are forecast and 'CAVOK' is not appropriate, the abbreviation 'NSC' shall be used.
- (5) Vertical visibility
- When the sky is expected to remain or become obscured and vertical visibility observations are available at the aerodrome, and the vertical visibility is forecast to improve and change to or pass through one or more of the following values, or when the vertical visibility is forecast to deteriorate and pass through one or more of the following values: 100, 200, 500 or 1 000 ft (30, 60, 150 or 300 m), the TREND forecast shall indicate the change.
- (6) Additional criteria
- The aerodrome meteorological office and the users may agree on additional criteria to be used, based on local aerodrome operating minima.
- (7) Use of change groups
- (i) When a change is expected to occur, the TREND forecast shall begin with one of the change indicators 'BECMG' or 'TEMPO'.
 - (ii) The change indicator 'BECMG' shall be used to describe forecast changes where the meteorological conditions are expected to reach or pass through specified values at a regular or irregular rate. The period during which, or the time at which, the change is forecast to occur shall be indicated using the abbreviations 'FM', 'TL' or 'AT', as appropriate, each followed by a time group in hours and minutes.
 - (iii) The change indicator 'TEMPO' shall be used to describe forecast temporary fluctuations in the meteorological conditions which reach or pass specified values

and last for a period of less than 1 hour in each instance and, in the aggregate, cover less than one half of the period during which the fluctuations are forecast to occur. The period during which the temporary fluctuations are forecast to occur shall be indicated using the abbreviations 'FM' and/or 'TL', as appropriate, each followed by a time group in hours and minutes.

- (8) Use of the probability indicator

The indicator 'PROB' shall not be used in TREND forecasts.

MET.TR.230 Forecasts for take-off

- (a) A forecast for take-off shall refer to a specified period of time and shall contain information on expected conditions over the runway complex in regard to surface wind direction and speed and any variations thereof, temperature, pressure, and any other elements as agreed between the aerodrome meteorological office and the operators.
- (b) The order of the elements and the terminology, units and scales used in forecasts for take-off shall be the same as those used in reports for the same aerodrome.

MET.TR.235 Aerodrome warnings and wind shear warnings and alerts

- (a) Wind shear warnings shall be issued in accordance with the template in Table 6 of Appendix 1.
- (b) The sequence number referred to in the template in Appendix VI shall correspond to the number of wind shear warnings issued for the aerodrome since 00.01 UTC on the day concerned.
- (c) Wind shear alerts shall give concise, up-to-date information related to the observed existence of wind shear involving a headwind/tailwind change of 15 kt (7.5 m/s) or more which could adversely affect aircraft on the final approach path or initial take-off path and aircraft on the runway during the landing roll or take-off run.
- (d) Wind shear alert shall, if practicable, relate to specific sections of the runway and distances along the approach path or take-off path as agreed between the aerodrome meteorological office, the appropriate ATS units and the operators concerned.

Chapter 3 — Technical requirements for meteorological watch offices

MET.TR.250 SIGMET messages

- (a) The content and order of elements in a SIGMET message shall be in accordance with the template shown in Appendix I.
- (b) SIGMET messages shall consist of three types:
- (1) SIGMET for en-route weather phenomena other than volcanic ash or tropical cyclones, referred as WS SIGMET;
 - (2) SIGMET for volcanic ash, referred as WV SIGMET; and
 - (3) SIGMET for tropical cyclones, referred as WC SIGMET.
- (c) The sequence number of SIGMET messages shall consist of three characters comprising one letter and two numbers.

- (d) Only one of the phenomena listed in Appendix I shall be included in a SIGMET message, using the appropriate abbreviations.
- (e) SIGMET, if disseminated in digital form, shall be:
 - (1) formatted in accordance with a globally interoperable information exchange model and shall use geography markup language (GML); and
 - (2) accompanied by the appropriate metadata.

MET.TR.255 AIRMET messages

- (a) The content and order of elements in an AIRMET message shall be in accordance with the template shown in Appendix I.
- (b) The sequence number referred to in the template in Appendix I shall correspond to the number of AIRMET messages issued for the flight information region since 00.01 UTC on the day concerned.
- (c) Only one of the phenomena in Appendix I shall be included in an AIRMET message, using the appropriate abbreviations and when the phenomena is below flight level 100, or below flight level 150 in mountainous areas, or higher, where necessary.

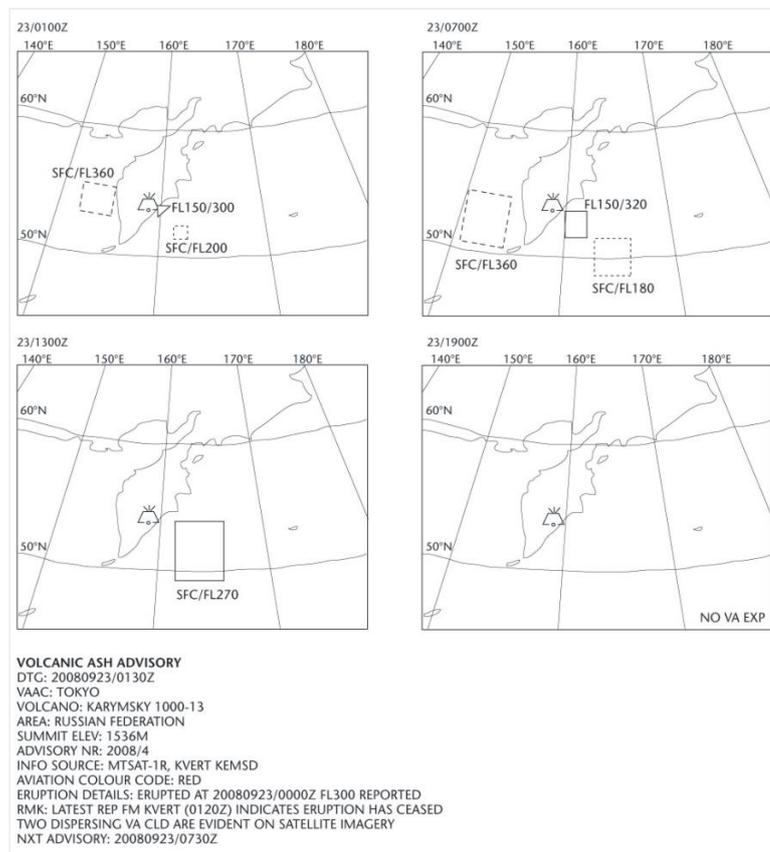
MET.TR.260 Area forecasts for low-level flights

- (a) When chart form is used for area forecasts for low-level flights, the forecast of upper wind and upper-air temperature shall be issued for points separated by no more than 300 NM and for, at least, the following altitudes: 2 000, 5 000 and 10 000 ft (600, 1 500 and 3 000 m) and 15 000 ft (4 500 m) in mountainous areas.
- (b) When chart form is used for area forecasts for low-level flights, the forecast of SIGWX phenomena shall be issued as low-level SIGWX forecast for flight levels up to 100, or up to flight level 150 in mountainous areas, or higher, where necessary. Low-level SIGWX forecasts shall include:
 - (1) the following phenomena warranting the issuance of a SIGMET: icing, turbulence, cumulonimbus clouds that are obscured, frequent, embedded or occurring at a squall line, sandstorms/dust storms and volcanic eruptions or a release of radioactive materials into the atmosphere, and which are expected to affect low-level flights; and
 - (2) the following elements in area forecasts for low-level flights: surface wind, surface visibility, significant weather phenomena, mountain obscuration, cloud, icing, turbulence, mountain wave and height of zero-degree isotherm.
- (c) When the competent authority has determined that the density of traffic operating below flight level 100 warrants the issuance of an AIRMET message, the area forecasts shall be issued to cover the layer between the ground and flight level 100, or up to flight level 150 in mountainous areas, or higher, where necessary, and shall contain information on en-route weather phenomena hazardous to low-level flights, in support of the issuance of the AIRMET message and the additional information required for low-level flights.

Chapter 4 — Technical requirements for Volcanic Ash Advisory Centres (VAAC)

MET.TR.265 Volcanic Ash Advisory Centre responsibilities

- (a) The advisory information on volcanic ash shall be issued in abbreviated plain language and in accordance with the template shown in Appendix VII. When no abbreviations are available, English plain language text, to be kept to a minimum, shall be used.
- (b) The volcanic ash advisory information, when prepared in graphical format, shall be as specified below



and shall be issued using:

- (1) the portable network graphics (PNG) format; or
- (2) the BUFR code form, when exchanged in binary format.

Chapter 5 — Technical requirements for Tropical Cyclone Advisory Centres (TCAC)

MET.TR.270 Tropical Cyclone Advisory Centre responsibilities

- (a) The advisory information on tropical cyclones shall be issued for tropical cyclones when the maximum of the 10-minute mean surface wind speed is expected to reach or exceed 34 kt during the period covered by the advisory.
- (b) The advisory information on tropical cyclones shall be in accordance with Appendix VIII.

Chapter 6 — Technical requirements for World Area Forecast Centres (WAFCs)

MET.TR.275 World Area Forecast Centre responsibilities

- (a) WAFCs shall use GRIB code form for the supply of gridded global forecasts and BUFR code form for the supply of forecast of significant weather phenomena.
- (b) For global gridded forecasts, WAFCs shall:
 - (1) prepare forecasts of:
 - (i) upper wind;
 - (ii) upper-air temperature;
 - (iii) humidity; direction, speed and flight level of maximum wind;
 - (iv) flight level and temperature of tropopause;
 - (v) areas of cumulonimbus clouds;
 - (vi) icing;
 - (vii) clear-air and in-cloud turbulence; and
 - (viii) and geopotential altitude of flight levelsfour times a day and be valid for fixed valid times at 6, 9, 12, 15, 18, 21, 24, 27, 30, 33 and 36 hours after the time (00.00, 06.00, 12.00 and 18.00 UTC) of the synoptic data on which the forecasts were based;
 - (2) issue forecasts in the order in (1) and complete their dissemination as soon as technically feasible, but not later than 6 hours after standard time of observation;
 - (3) provide grid point forecasts in a regular grid with a horizontal resolution of 1.25° of latitude and longitude and comprising:
 - (i) wind data for flight levels 50 (850 hPa), 100 (700 hPa), 140 (600 hPa), 180 (500 hPa), 240 (400 hPa), 270 (350 hPa), 300 (300 hPa), 320 (275 hPa), 340 (250 hPa), 360 (225 hPa), 390 (200 hPa), 410 (175 hPa), 450 (150 hPa) and 530 (100 hPa);
 - (ii) temperature data for flight levels 50 (850 hPa), 100 (700 hPa), 140 (600 hPa), 180 (500 hPa), 240 (400 hPa), 270 (350 hPa), 300 (300 hPa), 320 (275 hPa), 340 (250 hPa), 360 (225 hPa), 390 (200 hPa), 410 (175 hPa), 450 (150 hPa) and 530 (100 hPa);
 - (iii) humidity data for flight levels 50 (850 hPa), 100 (700 hPa), 140 (600 hPa) and 180 (500 hPa);
 - (iv) horizontal extent and flight levels of base and top of cumulonimbus clouds;
 - (v) icing for layers centred at flight levels 60 (800 hPa), 100 (700 hPa), 140 (600 hPa), 180 (500 hPa), 240 (400 hPa) and 300 (300 hPa);
 - (vi) clear-air turbulence for layers centred at flight levels 240 (400 hPa), 270 (350 hPa), 300 (300 hPa), 340 (250 hPa), 390 (200 hPa) and 450 (150 hPa);
 - (vii) in-cloud turbulence for layers centred at flight levels 100 (700 hPa), 140 (600 hPa), 180 (500 hPa), 240 (400 hPa) and 300 (300 hPa); and

- (viii) geopotential altitude data for flight levels 50 (850 hPa), 100 (700 hPa), 140 (600 hPa), 180 (500 hPa), 240 (400 hPa), 270 (350 hPa), 300 (300 hPa), 320 (275 hPa), 340 (250 hPa), 360 (225 hPa), 390 (200 hPa), 410 (175 hPa), 450 (150 hPa) and 530 (100 hPa).

(c) For global forecasts of en-route significant weather phenomena, WAFCs shall:

- (1) prepare SIGWX forecasts four times a day and shall be valid for fixed valid times at 24 hours after the time (00.00, 06.00, 12.00 and 18.00 UTC) of the synoptic data on which the forecasts were based. The dissemination of each forecast shall be completed as soon as technically feasible, but not later than 9 hours after standard time of observation;
- (2) issue SIGWX forecasts as high-level SIGWX forecasts for flight levels between 250 and 630;
- (3) include in SIGWX forecasts the following items:
 - (i) tropical cyclone provided that the maximum of the 10-minute mean surface wind speed is expected to reach or exceed 34 kt (17 m/s);
 - (ii) severe squall lines;
 - (iii) moderate or severe turbulence (in cloud or clear air);
 - (iv) moderate or severe icing;
 - (v) widespread sandstorm/dust storm;
 - (vi) cumulonimbus clouds associated with thunderstorms and with (i) to (v);
 - (vii) Non-convective cloud areas associated with in-cloud moderate or severe turbulence and/or moderate or severe icing;
 - (viii) flight level of tropopause;
 - (ix) jet streams;
 - (x) information on the location of volcanic eruptions that are producing ash clouds of significance to aircraft operations, comprising: volcanic eruption symbol at the location of the volcano and, in a separate text box on the chart, the volcanic eruption symbol, the name of the volcano, if known, and the latitude/longitude of the eruption. In addition, the legend of SIGWX charts should indicate ‘CHECK SIGMET, ADVISORIES FOR TC AND VA, AND ASHTAM AND NOTAM FOR VA’; and
 - (xi) information on the location of a release of radioactive materials into the atmosphere of significance to aircraft operations, comprising: the radioactive materials in the atmosphere symbol at the location of the release and, in a separate box on the chart, the radioactive materials in the atmosphere symbol, latitude/longitude of the site of the release and, if known, the name of the site of the radioactive source. In addition, the legend of SIGWX charts on which a release of radiation is indicated should contain ‘CHECK SIGMET AND NOTAM FOR RDOACT CLD’.
- (4) The following criteria shall be applied for SIGWX forecasts:

- (i) points (i) to (v) of (3) above shall only be included if expected to affect the levels between the lower and upper bounds of the SIGWX forecast;
 - (ii) information included in SIGWX for points (i), (ii), (x) and (xi) to (v) of (3) above shall make reference to the surface position of the feature concerned;
 - (iii) the abbreviation 'CB' shall only be included when it refers to the occurrence or expected occurrence of cumulonimbus clouds:
 - (A) affecting an area with a maximum spatial coverage of 50 % or more of the area concerned;
 - (B) along a line with little or no space between individual clouds; or
 - (C) embedded in cloud layers or concealed by haze;
 - (iv) the inclusion of 'CB' shall be understood to include all weather phenomena normally associated with cumulonimbus clouds, i.e. thunderstorm, moderate or severe icing, moderate or severe turbulence, and hail;
 - (v) where a volcanic eruption or a release of radioactive materials into the atmosphere warrants the inclusion of the volcanic activity symbol or the radioactivity symbol in SIGWX forecasts, the symbols shall be included on SIGWX forecasts irrespective of the height to which the ash column or radioactive material is reported or expected to reach; and
 - (vi) in the case of coincident or the partial overlapping of points (i), (x) and (xi) of (3), the highest priority shall be given to point (x), followed by points (xi) and (i). The point with the highest priority shall be placed at the location of the event, and an arrow shall be used to link the location of the other point(s) to its (their) associated symbol(s) or text box(es).
- (d) Medium-level SIGWX forecasts for flight levels between 100 and 250 for limited geographical areas shall be issued.

Appendix 1 to Annex V

Template for SIGMET and AIRMET messages and special air-reports (uplink)

Key:

- M = inclusion mandatory, part of every message;
- C = inclusion conditional, whenever applicable; and
- = = a double line indicates that the text following it should be placed on the subsequent line.

Note.: The ranges and resolutions for the numerical elements included in SIGMET/AIRMET messages and in special air-reports are shown in Appendix 2.

<i>Elements</i>	<i>Detailed content</i>	<i>Template(s)</i>			<i>Examples</i>
		<i>SIGMET</i>	<i>AIRMET</i>	<i>SPECIAL AIR-REPORT</i>	
Location indicator of FIR/CTA (M)	ICAO location indicator of the ATS unit serving the FIR or CTA to which the SIGMET/AIRMET refers (M)	nnnn		—	YUCC YUDD
Identification (M)	Message identification and sequence number (M)	SIGMET [nn]n	AIRMET [nn]n	ARS	SIGMET 5 SIGMET A3 AIRMET 2 ARS
Validity period (M)	Day-time groups indicating the period of validity in UTC (M)	VALID nnnnnn/nnnnnn			— VALID 221215/221600 VALID 101520/101800 VALID 251600/252200
Location indicator of MWO (M)	Location indicator of MWO originating the message with a separating hyphen (M)	nnnn—			YUDO— YUSO—
Name of the FIR/CTA or aircraft identification (M)	Location indicator and name of the FIR/CTA for which the SIGMET/AIRMET is issued or aircraft radiotelephony call sign (M)	nnnn nnnnnnnnnn FIR[/UIR] or nnnn nnnnnnnnnn CTA	nnnn nnnnnnnnnn FIR[/n]	nnnnnn	YUCC AMSWELL FIR YUDD SHANLON FIR/UIR YUCC AMSWELL FIR/2 YUDD SHANLON FIR VA812
IF THE SIGMET IS TO BE CANCELLED, SEE DETAILS AT THE END OF THE TEMPLATE.					
Phenomenon (M)	Description of the phenomenon causing the issuance of SIGMET/AIRMET (C)	OBSC TS[GR] EMBD TS[GR] FRQ TS[GR] SQL TS[GR] TC nnnnnnnnnn or NN SEV TURB SEV ICE SEV ICE (FZRA) SEV MTW	SFC WSPD nn[n]MPS (or SFC WSPD nn[n]KT) SFC VIS nnnnM (nn) ISOL TS[GR] OCNL TS[GR] MT OBSC BKN CLD	TS TSGR SEV TURB SEV ICE SEV MTW HVY SS VA CLD [FL nnn/nnn]	SEV TURB FRQ TS OBSC TSGR EMBD TSGR TC GLORIA TC NN VA ERUPTION MT ASHVAL PSN S15

Elements	Detailed content	Template(s)			Examples
		SIGMET	AIRMET	SPECIAL AIR-REPORT	
		HVY DS HVY SS [VA ERUPTION] [MT] [nnnnnnnnnn] [PSN Nnn[nn] or Snn[nn] Ennn[nn] or Wnnn[nn]] VA CLD RDOACT CLD	nnn/[ABV]nnnnM (or BKN CLD nnn/[ABV]nnnnFT) OVC CLD nnn/[ABV]nnnnM (or OVC CLD nnn/[ABV]nnnnFT) ISOL CB OCNL CB FRQ CB ISOL TCU OCNL TCU FRQ TCU MOD TURB MOD ICE MOD MTW	VA [MT nnnnnnnnnn] MOD TURB MOD ICE	E073 VA CLD MOD TURB MOD MTW ISOL CB BKN CLD 120/900M (BKN CLD 400/3000FT) OVC CLD 270/ABV3000M (OVC CLD 900/ABV10000FT) SEV ICE RDOACT CLD
Observed or forecast phenomenon (M)	Indication whether the information is observed and expected to continue, or forecast (M)	OBS [AT nnnnZ] FCST [AT nnnnZ]		OBS AT nnnnZ	OBS AT 1210Z OBS FCST AT 1815Z
Location (C)	Location (referring to latitude and longitude (in degrees and minutes))	Nnn[nn] Wnnn[nn] or Nnn[nn] Ennn[nn] or Snn[nn] Wnnn[nn] or Snn[nn] Ennn[nn] or N OF Nnn[nn] or S OF Nnn[nn] or N OF Snn[nn] or S OF Snn[nn] or [AND] W OF Wnnn[nn] or E OF Wnnn[nn] or W OF Ennn[nn] or E OF Ennn[nn] or [N OF, NE OF, E OF, SE OF, S OF, SW OF, W OF, NW OF] [LINE] Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] or WI Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – [Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] or ENTIRE FIR ³ or ENTIRE CTA ³		NnnnnWnnnnn or NnnnnEnnnnn or SnnnnWnnnnn or SnnnnEnnnnn	S OF N54 N OF N50 N2020 W07005 N2706 W07306 N48 E010 N OF N1515 AND W OF E13530 W OF E1554 N OF LINE S2520 W11510 – S2520 W12010 WI N6030 E02550 – N6055 E02500 – N6050 E02630 ENTIRE FIR ENTIRE CTA
Level (C)	Flight level or altitude and extent (C) ¹	[SFC]/FLnnn or [SFC]/nnnnM (or [SFC]/nnnnFT) or FLnnn/nnn or TOP FLnnn or [TOP] ABV FLnnn or ² CB TOP [ABV] FLnnn WI nnnKM OF CENTRE (or CB TOP [ABV] FLnnn WI nnnNM OF CENTRE) or CB TOP [BLW] FLnnn WI nnnKM OF CENTRE		FLnnn or nnnnM (or nnnnFT)	FL180 FL050/080 TOP FL390 SFC/FL070 TOP ABV FL100 FL310/450 CB TOP FL500 WI

Elements	Detailed content	Template(s)			Examples	
		SIGMET	AIRMET	SPECIAL AIR-REPORT		
		(or CB TOP [BLW] FLnnn WI nnnNM OF CENTRE) <i>or</i> ³ FLnnn/nnn [APRX nnnKM BY nnnKM] [nnKM WID LINE BTN (nnNM WID LINE BTN)] [Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] [– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] [– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] (or FLnnn/nnn [APRX nnnNM BY nnnNM] [Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] [– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] [– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]]				270KM OF CENTRE (CB TOP FL500 WI 150NM OF CENTRE) FL310/350 APRX 220KM BY 35KM FL390
Movement or expected movement (C)	Movement or expected movement (direction and speed) with reference to one of the sixteen points of compass, or stationary (C)	MOV N [nnKMH] or MOV NNE [nnKMH] or MOV NE [nnKMH] or MOV ENE [nnKMH] or MOV E [nnKMH] or MOV ESE [nnKMH] or MOV SE [nnKMH] or MOV SSE [nnKMH] or MOV S [nnKMH] or MOV SSW [nnKMH] or MOV SW [nnKMH] or MOV WSW [nnKMH] or MOV W [nnKMH] or MOV WNW [nnKMH] or MOV NW [nnKMH] or MOV NNW [nnKMH] (or MOV N [nnKT] or MOV NNE [nnKT] or MOV NE [nnKT] or MOV ENE [nnKT] or MOV E [nnKT] or MOV ESE [nnKT] or MOV SE [nnKT] or MOV SSE [nnKT] or MOV S [nnKT] or MOV SSW [nnKT] or MOV SW [nnKT] or MOV WSW [nnKT] or MOV W [nnKT] or MOV WNW [nnKT] or MOV NW [nnKT] or MOV NNW [nnKT]) or STNR			—	MOV E 40KMH (MOV E 20KT) MOV SE STNR
Changes in intensity (C)	Expected changes in intensity (C)	INTSF or WKN or NC			—	WKN
Forecast position (C)	Forecast position of volcanic ash cloud or the centre of the TC or other hazardous phenomena ⁶ at the end of the validity period of the SIGMET message (C)	FCST nnnnZ TC CENTRE Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] <i>or</i> FCST nnnnZ VA CLD APRX [nnKM WID LINE BTN (nnNM WID LINE BTN)] Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] [– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] [– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] [AND] <i>or</i> ⁴ FCST nnnnZ ENTIRE FIR ³ <i>or</i> FCST nnnnZ ENTIRE CTA ³ <i>or</i> FCST nnnnZ NO VA EXP <i>or</i> ⁶	—	—	FCST 2200Z TC CENTRE N2740 W07345 FCST 1700Z VA CLD APRX S15 E075 – S15 E081 – S17 E083 – S18 E079 – S15 E075 FCST 0500Z ENTIRE FIR FCST 0500Z ENTIRE CTA FCST 0500Z NO VA EXP	

Elements	Detailed content	Template(s)			Examples
		SIGMET	AIRMET	SPECIAL AIR-REPORT	
		[FCST nnnnZ Nnn[nn] Wnnn[nn] or Nnn[nn] Ennn[nn] or Snn[nn] Wnnn[nn] or Snn[nn] Ennn[nn] or N OF Nnn[nn] or S OF Nnn[nn] or N OF Snn[nn] or S OF Snn[nn] [AND] W OF Wnnn[nn] or E OF Wnnn[nn] or W OF Ennn[nn] or E OF Ennn[nn] or [N OF, NE OF, E OF, SE OF, S OF, SW OF, W OF, NW OF] [LINE] Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] or W ⁵ Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]			

OR

Cancellation of SIGMET/AIRMET (C)	Cancellation of SIGMET/AIRMET referring to its identification	CNL SIGMET [nn]n nnnnnn/nnnnnn or CNL SIGMET [nn]n nnnnnn/nnnnnn [VA MOV TO nnnn FIR] ³	CNL AIRMET [nn]n nnnnnn/nnnnnn	—	CNL SIGMET 2 101200/101600 CNL SIGMET 3 251030/251430 VA MOV TO YUDO FIR CNL AIRMET 151520/151800
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1. Only for SIGMET messages for volcanic ash cloud and tropical cyclones.
2. Only for SIGMET messages for tropical cyclones.
3. Only for SIGMET messages for volcanic ash.
4. To be used for two volcanic ash clouds or two centres of tropical cyclones simultaneously affecting the FIR concerned.
5. The number of coordinates should be kept to a minimum and should not normally exceed seven.
6. To be used for hazardous phenomena other than volcanic ash cloud and tropical cyclones.

Note: Severe or moderate icing and severe or moderate turbulence (SEV ICE, MOD ICE, SEV TURB, MOD TURB) associated with thunderstorms, cumulonimbus clouds or tropical cyclones should not be included.

Appendix 2 to Annex V

Ranges and resolutions for the numerical elements included in volcanic ash and tropical cyclone advisory messages, SIGMET/AIRMET messages and aerodrome and wind shear warnings		
<i>Elements</i>	<i>Range</i>	<i>Resolution</i>
Summit elevation:	M 000–8 100	1
	FT 000–27 000	1
Advisory number:	for VA (index)* 000–2 000	1
	for TC (index)* 00–99	1
Maximum surface wind:	MPS 00–99	1
	KT 00–199	1
Central pressure:	hPa 850–1 050	1
Surface wind speed:	MPS 15–49	1
	KT 30–99	1
Surface visibility:	M 0000–0750	50
	M 0800–5 000	100
Cloud: height of base:	M 000–300	30
	FT 000–1 000	100
Cloud: height of top:	M 000–2 970	30
	M 3 000–20 000	300
	FT 000–9 900	100
	FT 10 000–60 000	1 000
Latitudes:	° (degrees) 00–90	1
	(minutes) 00–60	1
Longitudes:	° (degrees) 000–180	1
	(minutes) 00–60	1
Flight levels:	000–650	10
Movement:	KMH 0–300	10
	KT 0–150	5
* Non-dimensional		

Appendix 3 to Annex V

Fixed areas of coverage of WAFS forecasts in chart form

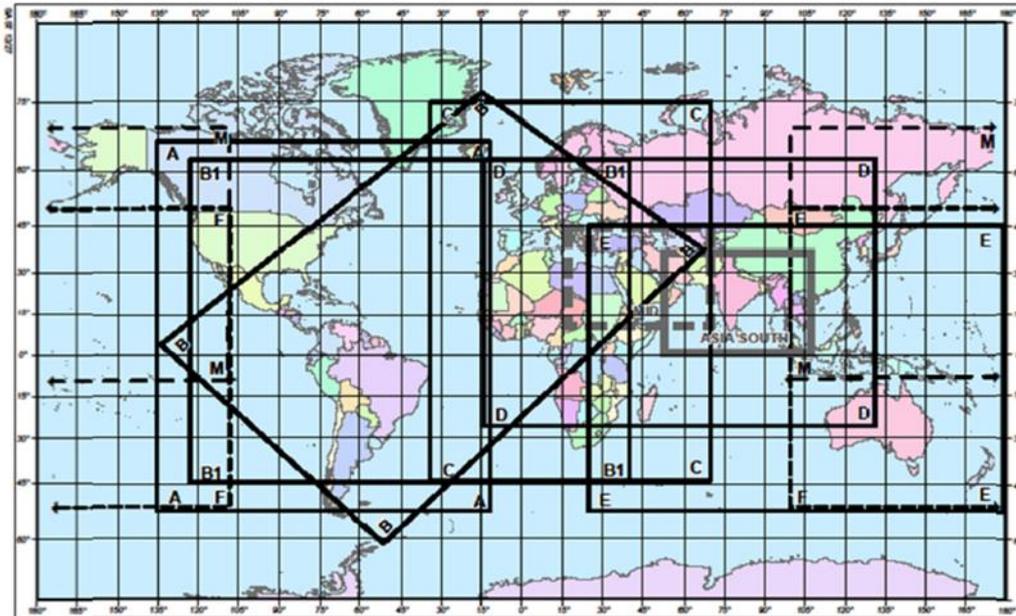


CHART	LATITUDE	LONGITUDE	CHART	LATITUDE	LONGITUDE
A	N6700	W13724	D	N6300	W01500
A	N6700	W01236	D	N6300	E13200
A	S5400	W01236	D	S2700	E13200
A	S5400	W13724	D	S2700	W01500
ASIA	N3600	E05300	E	N4455	E02446
ASIA	N3600	E10800	E	N4455	E18000
ASIA	0000	E10800	E	S5355	E18000
ASIA	0000	E05300	E	S5355	E02446
B	N0304	W13557	F	N5000	E10000
B	N7644	W01545	F	N5000	W11000
B	N3707	E06732	F	S5242	W11000
B	S6217	W05240	F	S5242	E10000
B1	N6242	W12500	M	N7000	E10000
B1	N6242	E04000	M	N7000	W11000
B1	S4530	E04000	M	S1000	W11000
B1	S4530	W12500	M	S1000	E10000
C	N7500	W03500	MID	N4400	E01700
C	N7500	E07000	MID	N4400	E07000
C	S4500	E07000	MID	N1000	E07000
C	S4500	W03500	MID	N1000	E01700

Mercator projection

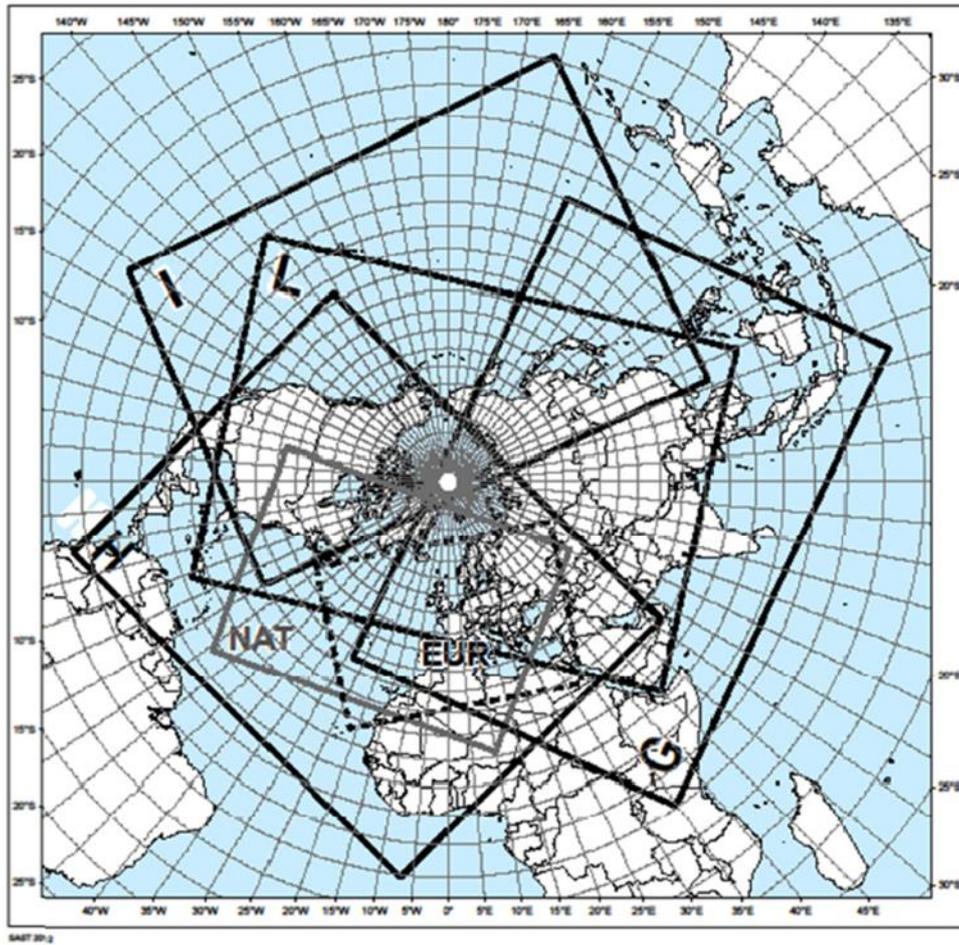


CHART	LATITUDE	LONGITUDE	CHART	LATITUDE	LONGITUDE
EUR	N4633	W05634	I	N1912	E11130
EUR	N5842	E06824	I	N3330	W06012
EUR	N2621	E03325	I	N0126	W12327
EUR	N2123	W02136	I	S0647	E16601
G	N3552	W02822	L	N1205	E11449
G	N1341	E15711	L	N1518	E04500
G	S0916	E10651	L	N2020	W06900
G	S0048	E03447	L	N1413	W14338
H	N3127	W14836	NAT	N4439	W10143
H	N2411	E05645	NAT	N5042	E06017
H	S0127	W00651	NAT	N1938	E00957
H	N0133	W07902	NAT	N1711	W05406

Polar stereographic projection (northern hemisphere)

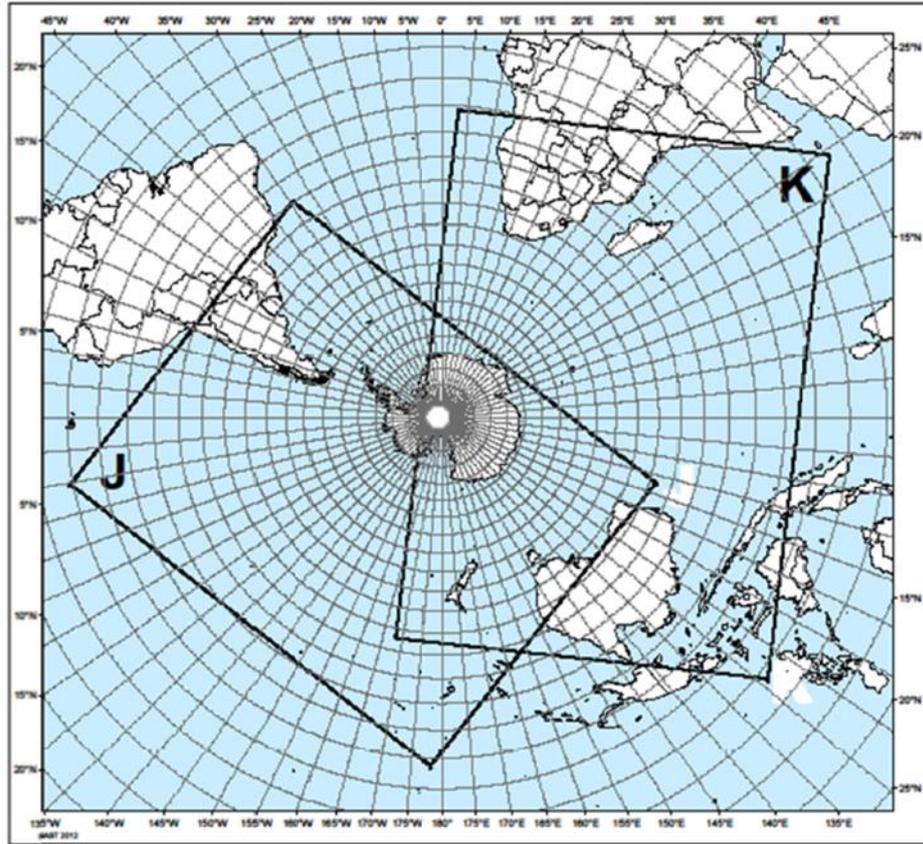


CHART	LATITUDE	LONGITUDE
J	S0318	W17812
J	N0037	W10032
J	S2000	W03400
J	S2806	E10717
K	N1255	E05549
K	N0642	E12905
K	S2744	W16841
K	S1105	E00317

Polar stereographic projection (southern hemisphere)

Appendix 4 to Annex V

Template for TAF			
Key: M = inclusion mandatory, part of every message; C = inclusion conditional, dependent on meteorological conditions or method of observation; O = inclusion optional.			
Note 1: The ranges and resolutions for the numerical elements included in TAF are shown below this template.			
Note 2: The explanations for the abbreviations can be found in <i>Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, Doc 8400)</i> .			
<i>Element as specified in Chapter 6</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>
Identification of the type of forecast (M)	Type of forecast (M)	TAF <i>or</i> TAF AMD <i>or</i> TAF COR	TAF TAF AMD
Location indicator (M)	ICAO location indicator (M)	nnnn	YUDO
Time of issue of forecast (M)	Day and time of issue of the forecast in UTC (M)	nnnnnnZ	160000Z
Identification of a missing forecast (C)	Missing forecast identifier (C)	NIL	NIL
END OF TAF IF THE FORECAST IS MISSING.			
Days and period of validity of forecast (M)	Days and period of validity of the forecast in UTC (M)	nnnn/nnnn	1606/1624 0812/0918
Identification of a cancelled forecast (C)	Cancelled forecast identifier (C)	CNL	CNL
END OF TAF IF THE FORECAST IS CANCELLED.			
Surface wind (M)	Wind direction (M)	nnn <i>or</i> VRB	24004MPS; VRB01MPS (24008KT); (VRB02KT) 19005MPS (19010KT) 00000MPS (00000KT) 140P49MPS (140P99KT) 12003G09MPS (12006G18KT) 24008G14MPS (24016G28KT)
	Wind speed (M)	[P]nn[n]	
	Significant speed variations (C)	G[P]nn[n]	
	Units of measurement (M)	MPS (<i>or</i> KT)	
Visibility (M)	Prevailing visibility (M)	nnnn	C A V O K 0350 7000 9000 9999 CAVOK
Weather (C)	Intensity of	- <i>or</i> +	—

<i>Element as specified in Chapter 6</i>	<i>Detailed content</i>	<i>Template(s)</i>			<i>Examples</i>
	Wind (C)	nnn[P]nn[n][G[P]nn[n]]MPS <i>or</i> VRBnnMPS <i>(or</i> nnn[P]nn[G[P]nn]KT <i>or</i> VRBnnKT)			TEMPO 0815/0818 25017G25MPS (TEMPO 0815/0818 25034G50KT) TEMPO 2212/2214 17006G13MPS 1000 TSRA SCT010CB BKN020 (TEMPO 2212/2214 17012G26KT 1000 TSRA SCT010CB BKN020) BECMG 3010/3011 00000MPS 2400 OVC010 (BECMG 3010/3011 00000KT 2400 OVC010) PROB30 1412/1414 0800 FG BECMG 1412/1414 RA TEMPO 2503/2504 FZRA TEMPO 0612/0615 BLSN PROB40 TEMPO 2923/3001 0500 FG
	Prevailing visibility (C)	nnnn		C A V O K	
	Weather phenomenon: intensity (C)	- or +	—	NSW	
	Weather phenomenon: characteristics and type (C)	DZ <i>or</i> RA <i>or</i> SN <i>or</i> SG <i>or</i> PL <i>or</i> DS <i>or</i> SS <i>or</i> FZDZ <i>or</i> FZRA <i>or</i> SHGR <i>or</i> SHGS <i>or</i> SHRA <i>or</i> SHSN <i>or</i> TSGR <i>or</i> TSGS <i>or</i> TSRA <i>or</i> TSSN	FG <i>or</i> BR <i>or</i> SA <i>or</i> DU <i>or</i> HZ <i>or</i> FU <i>or</i> VA <i>or</i> SQ <i>or</i> PO <i>or</i> FC <i>or</i> TS <i>or</i> BCFG <i>or</i> BLDU <i>or</i> BLSA <i>or</i> BLSN <i>or</i> DRDU <i>or</i> DRSA <i>or</i> DRSN <i>or</i> FZFG <i>or</i> MIFG <i>or</i> PRFG		
	Cloud amount and height of base or vertical visibility (C)	FEWnnn <i>or</i> SCTnnn <i>or</i> BKNnnn <i>or</i> OVCnnn	VVnnn <i>or</i> VV///	NSC	FM051230 15015KMH 9999 BKN020 (FM051230 15008KT 9999 BKN020) BECMG 1618/1620 8000 NSW NSC BECMG 2306/2308 SCT015CB BKN020
	Cloud type (C)	CB <i>or</i> TCU	—		

1. To be included whenever applicable. No qualifier for moderate intensity.
2. Up to four cloud layers.
3. Consisting of up to a maximum of four temperatures (two maximum temperatures and two minimum temperatures).

Ranges and resolutions for the numerical elements included in TAF			
<i>Elements</i>		<i>Range</i>	<i>Resolution</i>
Wind direction:	° true	000–360	10
Wind speed:	MPS	00–99*	1
	KT*	0–199	1
Visibility:	M	0000–0750	50
	M	0800–4 900	100
	M	5 000–9 000	1 000
	M	10 000 –	0 (fixed value: 9 999)
Vertical visibility:	30's M (100's FT)	000–020	1
Cloud: height of cloud base:	30's M (100's FT)	000–100	1
Air temperature (maximum and minimum):	°C	–80 – +60	1
* There is no aeronautical requirement to report surface wind speeds of 100 kt (50 m/s) or more; however, provision has been made for reporting wind speeds up to 199 kt (99 m/s) for non-aeronautical purposes, as necessary.			

Appendix 5 to Annex V

Template for METAR

Key:

- M = inclusion mandatory, part of every message;
- C = inclusion conditional, dependent on meteorological conditions or method of observation;
- O = inclusion optional.

Note 1: The ranges and resolutions for the numerical elements included in METAR are shown below this template.

Note 2: The explanations for the abbreviations can be found in *Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, Doc 8400)*.

<i>Element as specified in Chapter 4</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>	
Identification of the type of report (M)	Type of report (M)	METAR, METAR COR,	METAR METAR COR SPECI	
Location indicator (M)	ICAO location indicator (M)	nnnn	YUDO	
Time of the observation (M)	Day and actual time of the observation in UTC (M)	nnnnnnZ	221630Z	
Identification of an automated or missing report (C)	Automated <i>or</i> missing report identifier (C)	AUTO <i>or</i> NIL	AUTO NIL	
END OF METAR IF THE REPORT IS MISSING.				
Surface wind (M)	Wind direction (M)	nnn	VRB	24004MPS (24008KT) VRB01MPS (RB02KT) 19006MPS (19012KT) 00000MPS (00000KT) 140P149MPS (140P99KT) 12003G09MPS (12006G18KT) 24008G14MPS (24016G28KT) 02005MPS 350V070 (02010KT 350V070)
	Wind speed (M)	[P]nn[n]		
	Significant speed variations (C)	G[P]nn[n]		
	Units of measurement (M)	MPS (<i>or</i> KT)		
	Significant directional variations (C)	nnnVnnn	—	
Visibility (M)	Prevailing <i>or</i> minimum visibility (M)	nnnn	C A V O K 0350 CAVOK 7000 9999 0800	
	Minimum visibility and direction of the minimum visibility (C)	nnnn[N] <i>or</i> nnnn[NE] <i>or</i> nnnn[E] <i>or</i> nnnn[SE] <i>or</i> nnnn[S] <i>or</i> nnnn[SW] <i>or</i> nnnn[W] <i>or</i> nnnn[NW]	2000 1200NW 6000 2800E 6000 2800	
Runway visual range (C) ¹	Name of the element (M)	R	R32/0400 R12R/1700 R10/M0050 R14L/P2000	
	Runway (M)	nn[L]/ <i>or</i> nn[C]/ <i>or</i> nn[R]/		
	Runway visual range (M)	[P <i>or</i> M]nnnn	R16L/0650 R16C/0500 R16R/0450 R17L/0450	
	Runway visual range past tendency (C)	U, D <i>or</i> N	R12/1100U R26/0550N R20/0800D R12/0700	

Present weather (C)	Intensity or proximity of present weather (C)	– or +	—	VC					
	Characteristics and type of present weather (M)	DZ or RA or SN or SG or PL or DS or SS or FZDZ or FZRA or FZUP or FC ² or SHGR or SHGS or SHRA or SHSN or SHUP or TSGR or TSGS or TSRA or TSSN or TSUP or UP	FG or BR or SA or DU or HZ or FU or VA or SQ or PO or TS or BC or BLDU or BLSA or BLSN or DRDU or DRSA or DRSN or FZFG or MIFG or PRFG or //	FG or PO or FC or DS or SS or TS or SH or BLSN or BLSA or BLDU or VA		RA +TSRA +DZ –SN	HZ FG VA MIFG	VCFG VCSH VCTS VCBLSA	
Cloud (M)	Cloud amount and height of cloud base or vertical visibility (M)	FEWnnn or SCTnnn or BKNnnn or OVCnnn or FEW/// or SCT/// or BKN/// or OVC/// or ///nnn or /////	VVnnn or VV///	NSC or NCD		FEW015 VV005 OVC030 VV///		NSC	
	Cloud type (C)	CB or TCU or ///	—			SCT010 OVC020 BKN///		///015	
						BKN009TCU		NCD	
Air and dew-point temperature (M)	Air and dew-point temperature (M)	[M]nn/[M]nn				17/10 02/M08 M01/M10			
Pressure values (M)	Name of the element (M)	Q				Q0995 Q1009 Q1022 Q0987			
	QNH (M)	nnnn							
Supplementary information (C)	Recent weather (C)	REFZDZ or REFZRA or REDZ or RE[SH]RA or RERASN or RE[SH]SN or RESG or RESHGR or RESHGS or REBLSN or RESS or REDS or RETSRA or RETSSN or RETSGR or RETSGS or RETS or REFC or REVA or REPL or REUP or REFZUP or RETSUP or RESHUP				REFZRA RETSRA			
	Wind shear (C)	WS Rnn[L] or WS Rnn[C] or WS Rnn[R] or WS ALL RWY				WS R03 WS ALL RWY WS R18C			
	Sea–surface temperature and state of the sea or significant wave height (C)	W[M]nn/Sn or W[M]nn/Hn[n][n]				W15/S2 W12/H75			
	State of the runway (C)	Runway designator (M)	R nn[L]/ or Rnn[C]/ or Rnn[R]/		R/SNOC LO	R99/421594 R/SNOCLO R14L/CLRD//			
		Runway deposits (M)	n or /				CLRD//		
		Extent of runway contamination (M)	n or /						

	Depth of deposit (M)	nn or //				
	Friction coefficient or braking action (M)	nn or //				
Trend forecast (O)	Change indicator (M)	NOSIG	BECMG or TEMPO			NOSIG BECMG FEW020
	Period of change (C)		FMnnnn and/or TLnnnn or ATnnnn			
	Wind (C)		nnn[P]nn[n][G[P]nn[n]]MP S (or nnn[P]nn[G[P]nn]KT)			TEMPO 25018G25MPS (TEMPO 25036G50KT)
	Prevailing visibility (C)		nnnn		C A V O K	BECMG TL1700 0800 FG BECMG AT1800 9000 NSW BECMG FM1900 0500 +SNRA BECMG FM1100 SN TEMPO FM1130 BLSN TEMPO FM0330 TL0430 FZRA
	Weather phenomenon: intensity (C)		- or +	—	N S W	
	Weather phenomenon: characteristics and type (C)		DZ or RA or SN or SG or PL or DS or SS or FZDZ or FZRA or SHGR or SHGS or SHRA or SHSN or TSGR or TSGS or TSRA or TSSN	FG or BR or SA or DU or HZ or FU or VA or SQ or PO or FC or TS or BCFG or BLDU or BLSA or BLSN or DRDU or DRSA or DRSN or FZFG or MIFG or PRFG		
	Cloud amount and height of cloud base or vertical visibility (C)		FEWnnn or SCTnnn or BKNnnn or OVCnnn	VVnnn or VV///	N S C	TEMPO TL1200 0600 BECMG AT1200 8000 NSW NSC BECMG AT1130 OVC010
Cloud type (C)		CB or TCU	—		TEMPO TL1530 +SHRA BKN012CB	

1. To be included if visibility or runway visual range < 1 500 m; for up to a maximum of four runways.
2. Heavy used to indicate tornado or waterspout; moderate (no qualifier) to indicate funnel cloud not reaching the ground.

Ranges and resolutions for the numerical elements included in METAR				
<i>Element as specified in Chapter 4</i>		<i>Range</i>	<i>Resolution</i>	
Runway:	(no units)	01–36	1	
Wind direction:	°true	000–360	10	
Wind speed:	MPS	00–99	1	
	KT	00–199	1	
Visibility:	M	0000–0750	50	
	M	0800–4 900	100	
	M	5 000–9 000	1 000	
	M	10 000–	0 (fixed value: 9 999)	
Runway visual range:	M	0000–0375	25	
	M	0400–0750	50	
	M	0800–2 000	100	
Vertical visibility:	30's M (100's FT)	000–020	1	
Clouds: height of cloud base:	30's M (100's FT)	000–100	1	
Air temperature; Dew-point temperature:	°C	–80 – +60	1	
QNH:	hPa	0850–1 100	1	
Sea–surface temperature:	°C	–10 – +40	1	
State of the sea:	(no units)	0–9	1	
Significant wave height	M	0–999	0.1	
State of the runway	Runway designator:	(no units)	01–36; 88; 99	1
	Runway deposits:	(no units)	0–9	1
	Extent of runway contamination:	(no units)	1; 2; 5; 9	—
	Depth of deposit:	(no units)	00–90; 92–99	1
	Friction coefficient/braking action:	(no units)	00–95; 99	1

* There is no aeronautical requirement to report surface wind speeds of 100 kt (50 m/s) or more; however, provision has been made for reporting wind speeds up to 199 kt s (99 m/s) for non-aeronautical purposes, as necessary.

Appendix 6 to Annex V

Template for wind shear warnings			
Key: M = inclusion mandatory, part of every message; C = inclusion conditional, whenever applicable.			
Note 1: The ranges and resolutions for the numerical elements included in wind shear warnings are shown below this template.			
Note 2: The explanations for the abbreviations can be found in <i>Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, Doc 8400)</i> .			
<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Example</i>
Location indicator of the aerodrome (M)	Location indicator of the aerodrome	nnnn	YUCC
Identification of the type of message (M)	Type of message and sequence number	WS WRNG [n]n	WS WRNG 1
Time of origin and validity period (M)	Day and time of issue and, where applicable, validity period in UTC	nnnnnn [VALID TL nnnnnn] <i>or</i> [VALID nnnnnn/nnnnnn]	211230 VALID TL 211330 221200 VALID 221215/221315
IF THE WIND SHEAR WARNING IS TO BE CANCELLED, SEE DETAILS AT THE END OF THE TEMPLATE.			
Phenomenon (M)	Identification of the phenomenon and its location	[MOD] <i>or</i> [SEV] WS IN APCH <i>or</i> [MOD] <i>or</i> [SEV] WS [APCH] RWYnnn <i>or</i> [MOD] <i>or</i> [SEV] WS IN CLIMB-OUT <i>or</i> [MOD] <i>or</i> [SEV] WS CLIMB-OUT RWYnnn <i>or</i> MBST IN APCH <i>or</i> MBST [APCH] RWYnnn <i>or</i> MBST IN CLIMB-OUT <i>or</i> MBST CLIMB-OUT RWYnnn	WS APCH RWY12 MOD WS RWY34 WS IN CLIMB-OUT MBST APCH RWY26 MBST IN CLIMB-OUT
Observed, reported or forecast phenomenon (M)	Identification whether the phenomenon is observed or reported and expected to continue or forecast	REP AT nnnn nnnnnnnn <i>or</i> OBS [AT nnnn] <i>or</i> FCST	REP AT 1510 B747 OBS AT 1205 FCST
Details of the phenomenon (C)	Description of phenomenon causing the issuance of the wind shear warning	SFC WIND: nnn/nnMPS (<i>or</i> nnn/nnKT) nnnM (nnnFT)-WIND: nnn/nnMPS (<i>or</i> nnn/nnKT) <i>or</i> nnKMH (<i>or</i> nnKT) LOSS nnKM (<i>or</i> nnNM) FNA RWYnn <i>or</i> nnKMH (<i>or</i> nnKT) GAIN nnKM (<i>or</i> nnNM) FNA RWYnn	SFC WIND: 320/5MPS 60M-WIND: 360/13MPS (SFC WIND: 320/10KT 200FT-WIND: 360/26KT) 60KMH LOSS 4KM FNA RWY13 (30KT LOSS 2NM FNA RWY13)
<i>OR</i>			
Cancellation of wind shear warning	Cancellation of wind shear warning referring to its identification	CNL WS WRNG [n]n nnnnnn/nnnnnn	CNL WS WRNG 1 211230/211330

Appendix 7 to Annex V

Template for advisory message for volcanic ash

Key:

- M = inclusion mandatory, part of every message;
- O = inclusion optional;
- = = a double line indicates that the text following it should be placed on the subsequent line.

Note 1: The ranges and resolutions for the numerical elements included in advisory messages for volcanic ash are shown in Appendix II.

Note 2: The explanations for the abbreviations can be found in *Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, Doc 8400)*.

Note 3: Inclusion of a ‘colon’ after each element heading is mandatory.

Note 4: The numbers 1 to 18 are included only for clarity and they are not part of the advisory message, as shown in the example.

<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>
1	Identification of the type of message (M)	VA ADVISORY	VA ADVISORY
2	Time of origin (M)	DTG: nnnnnnnn/nnnnZ	DTG: 20080923/0130Z
3	Name of VAAC (M)	VAAC: nnnnnnnnnnnn	VAAC: TOKYO
4	Name of volcano (M)	VOLCANO: nnnnnnnnnnnnnnnnnnn [nnnnnn] or UNKNOWN or UNNAMED	VOLCAN KARYMSKY 1000- O: 13 VOLCAN UNNAMED O:
5	Location of volcano (M)	PSN: Nnnnn or Snnnn Wnnnnn or Ennnnn or UNKNOWN	PSN: N5403 E15927 PSN: UNKNOWN
6	State or region (M)	AREA: nnnnnnnnnnnnnnnn	AREA: RUSSIA
7	Summit elevation (M)	SUMMIT nnnnM (or nnnnnFT) ELEV:	SUMMIT 1536M ELEV:
8	Advisory number (M)	ADVISORY nnnn/nnnn NR:	ADVISO 2008/4 RY NR:
9	Information source (M)	INFO <i>Free text up to 32 characters</i> SOURCE:	INFO MTSAT-1R KVERT SOURCE KEMSD :
10	Colour code (O)	AVIATION RED or ORANGE or YELLOW or COLOUR GREEN or UNKNOWN or NOT CODE: GIVEN or NIL	AVIATIO RED N COLOUR CODE:
11	Eruption details (M)	ERUPTION <i>Free text up to 64 characters</i> DETAILS: or UNKNOWN	ERUPTI ERUPTION AT ON 20080923/0000Z DETAILS FL300 REPORTED :
12	Time of observation (or estimation) of ash (M)	OBS (or EST) nn/nnnnZ VA DTG:	OBS VA 23/0100Z DTG:

<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>	
13	Observed <i>or</i> estimated ash cloud (M)	Horizontal (in degrees and minutes) and vertical extent at the time of observation of the observed <i>or</i> estimated ash cloud <i>or</i> , if the base is unknown, the top of the observed <i>or</i> estimated ash cloud; Movement of the observed <i>or</i> estimated ash cloud	OBS VA CLD <i>or</i> EST VA CLD: TOP FLnnn <i>or</i> SFC/FLnnn <i>or</i> FLnnn/nnn [nnKM WID LINE BTN (nnNM WID LINE BTN)] Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn][– Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – MOV N nnKMH (<i>or</i> KT) <i>or</i> MOV NE nnKMH (<i>or</i> KT) <i>or</i> MOV E nnKMH (<i>or</i> KT) <i>or</i> MOV SE nnKMH (<i>or</i> KT) <i>or</i> MOV S nnKMH (<i>or</i> KT) <i>or</i> MOV SW nnKMH (<i>or</i> KT) <i>or</i> MOV W nnKMH (<i>or</i> KT) <i>or</i> MOV NW nnKMH (<i>or</i> KT) <i>or</i> VA NOT IDENTIFIABLE FM SATELLITE DATA WIND FLnnn/nnn nnn/nn[n]MPS (<i>or</i> KT) ² <i>or</i> WIND FLnnn/nnn VRBnnMPS (<i>or</i> KT) <i>or</i> WIND SFC/FLnnn nnn/nn[n]MPS (<i>or</i> KT) <i>or</i> WIND SFC/FLnnn VRBnnMPS (<i>or</i> KT)	OBS VA CLD: FL250/300 N5400 E15930 – N5400 E16100 – N5300 E15945 MOV SE 20KT SFC/FL200 N5130 E16130 – N5130 E16230 – N5230 E16230 – N5230 E16130 MOV SE 15KT TOP FL240 MOV W 40KMH VA NOT IDENTIFIABLE FM SATELLITE DATA WIND FL050/070 180/12MPS
14	Forecast height and position of the ash clouds (+6 HR) (M)	Day and time (in UTC) (6 hours from the ‘Time of observation (<i>or</i> estimation) of ash’ given in Item 12); Forecast height and position (in degrees and minutes) for each cloud mass for that fixed valid time	FCST VA CLD +6 HR: nn/nnnnZ SFC <i>or</i> FLnnn/[FL]nnn [nnKM WID LINE BTN (nnNM WID LINE BTN)] Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn][– Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn]] ¹ <i>or</i> NO VA EXP <i>or</i> NOT AVBL <i>or</i> NOT PROVIDED	FCST VA CLD +6 HR: 23/0700Z FL250/350 N5130 E16030 – N5130 E16230 – N5330 E16230 – N5330 E16030 SFC/FL180 N4830 E16330 – N4830 E16630 – N5130 E16630 – N5130 E16330 NO VA EXP NOT AVBL NOT PROVIDED
15	Forecast height and position of the ash clouds (+12 HR) (M)	Day and time (in UTC) (12 hours from the ‘Time of observation (<i>or</i> estimation) of ash’ given in Item 12); Forecast height and position (in degrees and minutes) for each cloud mass for that fixed valid time	FCST VA CLD +12 HR: nn/nnnnZ SFC <i>or</i> FLnnn/[FL]nnn [nnKM WID LINE BTN (nnNM WID LINE BTN)] Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn][– Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn] – Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn]] <i>or</i> NO VA EXP <i>or</i> NOT AVBL <i>or</i> NOT PROVIDED	FCST VA CLD +12 HR: 23/1300Z SFC/FL270 N4830 E16130 – N4830 E16600 – N5300 E16600 – N5300 E16130 NO VA EXP NOT AVBL NOT PROVIDED

<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>
16	Forecast height and position of the ash clouds (+18 HR) (M) Day and time (in UTC) (18 hours from the 'Time of observation (or estimation) of ash' given in Item 12); Forecast height and position (in degrees and minutes) for each cloud mass for that fixed valid time	FCST VA CLD +18 HR: nn/nnnnZ SFC or FLnnn/[FL]nnn [nnKM WID LINE BTN (nnNM WID LINE BTN)] Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn][– Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn] – Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]] or NO VA EXP or NOT AVBL or NOT PROVIDED	FCST VA 23/1900Z CLD +18 HR: NO VA EXP NOT AVBL NOT PROVIDED
17	Remarks (M) Remarks, as necessary	RMK: Free text up to 256 characters or NIL	RMK: LATEST REP FM KVERT (0120Z) INDICATES ERUPTION HAS CEASED. TWO DISPERSING VA CLD ARE EVIDENT ON SATELLITE IMAGERY NIL
18	Next advisory (M) Year, month, day and time in UTC	NXT ADVISORY: nnnnnnnn/nnnnZ or NO LATER THAN nnnnnnnn/nnnnZ or NO FURTHER ADVISORIES or WILL BE ISSUED BY nnnnnnnn/nnnnZ	NXT ADVISO RY: 20080923/0730Z NO LATER THAN nnnnnnnn/nnnnZ NO FURTHER ADVISORIES WILL BE ISSUED BY nnnnnnnn/nnnnZ

1. Up to 4 selected layers.
2. If ash reported (e.g. AIREP) but not identifiable from satellite data.

Appendix 8 to Annex V

Template for advisory message for tropical cyclones

Key:

= = a double line indicates that the text following it should be placed on the subsequent line.

Note 1: The ranges and resolutions for the numerical elements included in advisory messages for tropical cyclones are shown in Appendix II.

Note 2: The explanations for the abbreviations can be found in *Procedures for Air Navigation Services — ICAO Abbreviations and Codes (PANS-ABC, Doc 8400)*.

Note 3: All the elements are mandatory.

Note 4: Inclusion of a ‘colon’ after each element heading is mandatory.

<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>
1	Identification of the type of message	TC ADVISORY	TC ADVISORY
2	Time of origin	DTG: nnnnnnnn/nnnnZ	DTG: 20040925/1600Z
3	Name of TCAC	TCAC: nnnn <i>or</i> nnnnnnnnnn	TCAC: YUFO TCAC: MIAMI
4	Name of tropical cyclone	TC: nnnnnnnnnnn <i>or</i> NN	TC: GLORIA
5	Advisory number	NR: nn	NR: 01
6	Position of the centre	PSN: Nnn[nn] <i>or</i> Snn[nn] Wnnn[nn] <i>or</i> Ennn[nn]	PSN: N2706 W07306
7	Direction and speed of movement	MOV: N nnKMH (<i>or</i> KT) <i>or</i> NNE nnKMH (<i>or</i> KT) <i>or</i> NE nnKMH (<i>or</i> KT) <i>or</i> ENE nnKMH (<i>or</i> KT) <i>or</i> E nnKMH (<i>or</i> KT) <i>or</i> ESE nnKMH (<i>or</i> KT) <i>or</i> SE nnKMH (<i>or</i> KT) <i>or</i> SSE nnKMH (<i>or</i> KT) <i>or</i> S nnKMH (<i>or</i> KT) <i>or</i> SSW nnKMH (<i>or</i> KT) <i>or</i> SW nnKMH (<i>or</i> KT) <i>or</i> WSW nnKMH (<i>or</i> KT) <i>or</i> W nnKMH (<i>or</i> KT) <i>or</i> WNW nnKMH (<i>or</i> KT) <i>or</i> NW nnKMH (<i>or</i> KT) <i>or</i> NNW nnKMH (<i>or</i> KT) <i>or</i> SLW <i>or</i> STNR	MOV: NW 20KMH
8	Central pressure	C: nnnHPA	C: 965HPA

<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>	
9	Maximum surface wind	Maximum surface wind near the centre (mean over 10 minutes, in m/s (or kt))	MAX WIND: nn[n]MPS (or nn[n]KT)	MAX WIND: 22MPS
10	Forecast of centre position (+6 HR)	Day and time (in UTC) (6 hours from the 'DTG' given in Item 2); Forecast position (in degrees and minutes) of the centre of the tropical cyclone	FCST PSN +6 nn/nnnnZ HR: Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]	FCST PSN +6 25/2200Z HR: N2748 W07350
11	Forecast of maximum surface wind (+6 HR)	Forecast of maximum surface wind (6 hours after the 'DTG' given in Item 2)	FCST MAX WIND +6 nn[n]MPS HR: (or nn[n]KT)	FCST MAX WIND +6 22MPS HR:
12	Forecast of centre position (+12 HR)	Day and time (in UTC) (12 hours from the 'DTG' given in Item 2); Forecast position (in degrees and minutes) of the centre of the tropical cyclone	FCST PSN +12 HR: nn/nnnnZ Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]	FCST PSN +12 HR: 26/0400Z N2830 W07430
13	Forecast of maximum surface wind (+12 HR)	Forecast of maximum surface wind (12 hours after the 'DTG' given in Item 2)	FCST MAX WIND +12 HR: nn[n]MPS (or nn[n]KT)	FCST MAX WIND +12 HR: 22MPS
14	Forecast of centre position (+18 HR)	Day and time (in UTC) (18 hours from the 'DTG' given in Item 2); Forecast position (in degrees and minutes) of the centre of the tropical cyclone	FCST PSN +18 HR: nn/nnnnZ Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]	FCST PSN +18 HR: 26/1000Z N2852 W07500
15	Forecast of maximum surface wind (+18 HR)	Forecast of maximum surface wind (18 hours after the 'DTG' given in Item 2)	FCST MAX WIND +18 HR: nn[n]MPS (or nn[n]KT)	FCST MAX WIND +18 HR: 21MPS
16	Forecast of centre position (+24 HR)	Day and time (in UTC) (24 hours from the 'DTG' given in Item 2); Forecast position (in degrees and minutes) of the centre of the tropical cyclone	FCST PSN +24 HR: nn/nnnnZ Nnn[nn] or Snn[nn] Wnnn[nn] or Ennn[nn]	FCST PSN +24 HR: 26/1600Z N2912 W07530
17	Forecast of maximum surface wind (+24 HR)	Forecast of maximum surface wind (24 hours after the 'DTG' given in Item 2)	FCST MAX WIND +24 HR: nn[n]MPS (or nn[n]KT)	FCST MAX WIND +24 HR: 20MPS
18	Remarks	Remarks, as necessary	RMK: Free text up to 256 characters or NIL	RMK: NIL

	<i>Element</i>	<i>Detailed content</i>	<i>Template(s)</i>	<i>Examples</i>
19	Expected time of issuance of next advisory	Expected year, month, day and time (in UTC) of issuance of next advisory	NXT MSG: [BFR] nnnnnnnn/nnnnZ <i>or</i> NO MSG EXP	NXT MSG: 20040925/2000Z

ANNEX VI
SPECIFIC REQUIREMENTS FOR THE PROVISION OF AERONAUTICAL
INFORMATION SERVICES

(Part-AIS)

SUBPART A — ADDITIONAL ORGANISATION REQUIREMENTS FOR THE PROVISION
OF AERONAUTICAL INFORMATION SERVICES (AIS.OR)

Section 1 — General requirements

AIS.OR.100 Technical and operational competence and capability

- (a) An aeronautical information services provider shall ensure that information and data are available for operations in a form suitable for:
 - (1) flight operating personnel, including flight crew;
 - (2) flight planning, flight management systems and flight simulators; and
 - (3) air traffic services providers which are responsible for flight information services, aerodrome flight information services and the provision of pre-flight information.
- (b) Aeronautical information services providers shall ensure the integrity of data and confirm the level of accuracy of the information distributed for operations, including the source of such information, before such information is distributed.

SUBPART B — TECHNICAL REQUIREMENTS FOR THE PROVISION OF
AERONAUTICAL INFORMATION SERVICES (AIS.TR)

Section 1 — General requirements

AIS.TR.100 Working methods and operating procedures for the provision of aeronautical information services

An aeronautical information services provider shall be able to demonstrate that their working methods and operating procedures are compliant with the standards in the following Annexes to the Convention on International Civil Aviation as far as they are relevant to the provision of aeronautical information services in the airspace concerned:

- (a) Annex 3 on meteorological service for international air navigation in its 18th edition of July 2013, including all amendments up to and including No 76;
- (b) Annex 4 on aeronautical charts in its 11th edition of July 2009, including all amendments up to and including No 57; and

- (c) without prejudice to Regulation (EU) No 73/2010⁶, Annex 15 on aeronautical information services in its 14th edition of July 2013, including all amendments up to and including No 37.

⁶ Commission Regulation (EU) No 73/2010 of 26 January 2010 laying down requirements on the quality of aeronautical data and aeronautical information for the single European sky (OJ L 23, 27.1.2010, p. 6).

ANNEX VII
SPECIFIC REQUIREMENTS FOR THE PROVISION OF DATA FOR AIRSPACE USERS
FOR THE PURPOSE OF AIR NAVIGATION

(Part-DAT)

[to be introduced under RMT.0593]

ANNEX VIII

SPECIFIC REQUIREMENTS FOR THE PROVISION OF COMMUNICATION, NAVIGATION, OR SUREVEILLANCE SERVICES

(Part-CNS)

SUBPART A — ADDITIONAL ORGANISATION REQUIREMENTS FOR THE PROVISION OF COMMUNICATION, NAVIGATION, OR SURVEILLANCE SERVICES (CNS.OR)

Section 1 — General requirements

CNS.OR.100 Technical and operational competence and capability

- (a) A communication, navigation or surveillance services provider shall ensure the availability, continuity, accuracy and integrity of their services.
- (b) A communication, navigation or surveillance services provider shall confirm the quality level of the services they are providing, and shall demonstrate that their equipment is regularly maintained and, where required, calibrated.

CNS.OR.105 Requirements for air traffic safety electronic personnel

A communication, navigation, or surveillance services provider shall comply with the requirements in ATS.OR.220.

SUBPART B — TECHNICAL REQUIREMENTS FOR THE PROVISION OF COMMUNICATION, NAVIGATION OR SURVEILLANCE SERVICES (CNS.TR)

Section 1 — General requirements

CNS.TR.100 Working methods and operating procedures for the provision of communication, navigation or surveillance services

A communication, navigation or surveillance services providers shall be able to demonstrate that their working methods and operating procedures are compliant with the standards of Annex 10 on aeronautical telecommunications to the Convention on International Civil Aviation in the following versions as far as they are relevant to the provision of communication, navigation or surveillance services in the airspace concerned:

- (a) Volume I on radio navigation aids in its 6th edition of July 2006, including all amendments up to and including No 88-A;
- (b) Volume II on communication procedures, including those with PANS status in its 6th edition of October 2001, including all amendments up to and including No 88-A;
- (c) Volume III on communications systems in its 2nd edition of July 2007, including all amendments up to and including No 88-A;
- (d) Volume IV on surveillance radar and collision avoidance systems in its 4th edition of July 2007, including all amendments up to and including No 88-A; and

- (e) Volume V on aeronautical radio frequency spectrum utilisation in its 3rd edition of July 2013, including all amendments up to and including No 88-A.

ANNEX IX
SPECIFIC REQUIREMENTS FOR THE PROVISION OF AIR TRAFFIC FLOW
MANAGEMENT

(Part-ATFM)

SUBPART A — TECHNICAL REQUIREMENTS FOR THE PROVISION OF AIR
TRAFFIC FLOW MANAGEMENT (ATFM.TR)

Section 1 — General requirements

ATFM.TR.100 Working methods and operating procedures for the provision of air traffic flow management

An air traffic flow management provider shall be able to demonstrate that their working methods and operating procedures are compliant with Regulations (EU) Nos 255/2010⁷ and 677/2011.

⁷ Commission Regulation (EU) No 255/2010 of 25 March 2010 laying down common rules on air traffic flow management (OJ L 80, 26.3.2010, p. 10).

ANNEX X
SPECIFIC REQUIREMENTS FOR THE PROVISION OF AIRSPACE
MANAGEMENT

(Part-ASM)

SUBPART A — TECHNICAL REQUIREMENTS FOR THE PROVISION OF
AIRSPACE MANAGEMENT (ASM.TR)

Section 1 — General requirements

ASM.TR.100 Working methods and operating procedures for the provision of air traffic flow management

An airspace management provider shall be able to demonstrate that its working methods and operating procedures are compliant with Regulations (EC) No 2150/2005⁸ and (EU) No 677/2011.

⁸ Commission Regulation (EC) No 2150/2005 of 23 December 2005 laying down common rules for the flexible use of airspace (OJ L 342, 24.12.2005, p. 20).

ANNEX XI
SPECIFIC REQUIREMENTS FOR THE PROVISION OF AIRSPACE DESIGN

(Part-ASD)

[to be developed and introduced under RMT.0445]

ANNEX XII
SPECIFIC REQUIREMENTS FOR THE PROVISION OF OTHER ATM NETWORK
FUNCTIONS

(Part-NM)

SUBPART A — TECHNICAL REQUIREMENTS FOR THE NETWORK MANAGER
(NM.TR)

Section 1 — General requirements

NM.TR.100 Working methods and operating procedures for the provision of air traffic management network functions

The Network Manager shall be able to demonstrate that its working methods and operating procedures are compliant with other European Union legislation and in particular with Regulation (EU) Nos 255/2010 and 677/2011.

ANNEX XIII
REQUIREMENTS FOR PERSONNEL TRAINING AND COMPETENCE ASSESSMENT
(Part-PERS)

SUBPART A —AIR TRAFFIC SAFETY ELECTRONIC PERSONNEL

Section 1 — General

ATSEP.OR.100 Scope

This Subpart establishes the requirements to be met by the service provider with respect to the training and the competence assessment of Air Traffic Safety Electronics Personnel (ATSEP).

ATSEP.OR.105 Training and competence assessment programme

In accordance with ATM/ANS.OR.B.005(a)(6), the service provider employing ATSEP shall establish a training and competence assessment programme to cover the duties and responsibilities to be performed by ATSEP.

ATSEP.OR.110 Record keeping

In addition to ATM/ANS.OR.B.030, the service provider employing ATSEP shall maintain records of all the training completed by ATSEP, as well as the competence assessment of ATSEP and make such records available:

- (a) on request, to the ATSEP concerned; and
- (b) on request, and with the agreement of the ATSEP, to the new service provider when the ATSEP is employed by a new service provider.

ATSEP.OR.115 Language proficiency

The service provider shall ensure that ATSEP are proficient in the language(s) required to perform their duties.

Section 2 — Training requirements

ATSEP.OR.200 Training requirements — General

A service provider, employing ATSEP, shall ensure that they:

- (a) have successfully completed:
 - (1) the basic training as set out in ATSEP.OR.205;
 - (2) the qualification training as set out in ATSEP.OR.210; and
 - (3) the system/equipment rating training as set out in ATSEP.OR.215; and
- (b) have completed continuation training in accordance with ATSEP.OR.220.

ATSEP.OR.205 Basic training

- (a) The basic training shall comprise:

- (1) the subjects, topics, and sub-topics contained in Appendix I (Basic training — Shared) to this Annex; and
 - (2) where relevant to its activities, the subjects contained in Appendix II (Basic training — Streams) to this Annex.
- (b) A service provider may determine the most suitable entry level for its candidate ATSEP and, consequently, adapt the number and/or level of subjects, topics or sub-topics in (a) where relevant.

ATSEP.OR.210 Qualification training

The qualification training shall comprise:

- (a) the subjects, topics, and sub-topics contained in Appendix III (Qualification training — Shared) to this Annex; and
- (b) where relevant to its activities, at least one of the qualification streams, contained in Appendix IV (Qualification training — Streams) to this Annex.

ATSEP.OR.215 System and equipment rating training

- (a) The system and equipment rating training shall be applicable to the duties to be performed and include:
 - (1) theoretical courses; and/or
 - (2) practical courses; and/or
 - (3) on-the-job training.
- (b) The system and equipment rating training shall ensure that candidate ATSEP acquire knowledge and skills pertaining to:
 - (1) the functionality of the system and equipment;
 - (2) the actual and potential impact of ATSEP actions on the system and equipment; and
 - (3) the impact of the system and equipment on the operational environment.

ATSEP.OR.220 Continuation training

The continuation training shall comprise refresher, equipment/systems upgrades and modifications, and/or emergency training.

Section 3 — Competence assessment requirements

ATSEP.OR.300 Competence assessment — General

A service provider, employing ATSEP, shall ensure that they:

- (a) have been assessed as competent before performing their duties; and
- (b) are subject to ongoing competence assessment in accordance with ATSEP.OR.305.

ATSEP.OR.305 Assessment of initial and ongoing competence

A service provider employing ATSEP shall:

- (a) establish, implement and document processes for:
 - (1) assessing the initial and ongoing competence of ATSEP;

- (2) addressing a failure or degradation of ATSEP competence; and
- (3) ensuring the supervision of personnel who have not been assessed as competent; and
- (b) define the following criteria against which initial and ongoing competence shall be assessed:
 - (1) technical skills;
 - (2) behavioural skills; and
 - (3) knowledge.

Section 4 — Instructors and assessors

ATSEP.OR.400 ATSEP training instructors

A service provider employing ATSEP shall ensure that:

- (a) ATSEP training instructors are suitably experienced and have the appropriate knowledge in the field where instruction is to be given; and
- (b) on-the-job training instructors have the skills to intervene in instances where safety may be compromised during the training.

ATSEP.OR.405 Technical skills assessors

A service provider employing ATSEP shall ensure that technical skills assessors are suitably experienced to assess the criteria defined in ATSEP.OR.305(b).

APPENDIX 1 to Annex XIII

Basic training — Shared

Subject 1: INDUCTION

TOPIC 1 BASIND — Induction

- Sub-topic 1.1 BASIND — Training and Assessment Overview
- Sub-topic 1.2 BASIND — National Organisation
- Sub-topic 1.3 BASIND — Workplace
- Sub-topic 1.4 BASIND — ATSEP role
- Sub-topic 1.5 BASIND — European/Worldwide Dimension
- Sub-topic 1.6 BASIND — International Standards and Recommended Practices
- Sub-topic 1.7 BASIND — Data Security
- Sub-topic 1.8 BASIND — Quality Management
- Sub-topic 1.9 BASIND — Safety Management System
- Sub-topic 1.10 BASIND — Health and Safety

Subject 2: AIR TRAFFIC FAMILIARISATION

TOPIC 1 BASATF — Air Traffic Familiarisation

- Sub-topic 1.1 BASATF — Air Traffic Management
- Sub-topic 1.2 BASATF — Air Traffic Control
- Sub-topic 1.3 BASATF — Ground-based Safety Nets
- Sub-topic 1.4 BASATF — Air Traffic Control Tools and Monitoring Aids
- Sub-topic 1.5 BASATF — Familiarisation

APPENDIX 2 to Annex XIII
Basic training — Streams

Subject 3: AERONAUTICAL INFORMATION SERVICES

Subject 4: METEOROLOGY

Subject 5: COMMUNICATION

Subject 6: NAVIGATION

Subject 7: SURVEILLANCE

Subject 8: DATA PROCESSING

Subject 9: SYSTEM MONITORING & CONTROL

Subject 10: MAINTENANCE PROCEDURES

APPENDIX 3 to Annex XIII

Qualification training — Shared

Subject 1: SAFETY

TOPIC 1 — Safety Management

Sub-topic 1.1 — Policy and Principles

Sub-topic 1.2 — Concept of Risk and Principles of Risk Assessment

Sub-topic 1.3 — Safety Assessment Process

Sub-topic 1.4 — Air Navigation System Risk Classification Scheme

Sub-topic 1.5 — Safety Regulation

Subject 2: HEALTH AND SAFETY

TOPIC 1 — Hazard Awareness and Legal Rules

Sub-topic 1.1 — Hazard Awareness

Sub-topic 1.2 — Regulations and Procedures

Sub-topic 1.3 — Handling of Hazardous Material

Subject 3: HUMAN FACTORS

TOPIC 1 — Introduction to Human Factors

Sub-topic 1.1 — Introduction

TOPIC 2 — Working Knowledge and Skills

Sub-topic 2.1 — ATSEP knowledge, skills and competence

TOPIC 3 — Psychological Factors

Sub-topic 3.1 — Cognition

TOPIC 4 — Medical

Sub-topic 4.1 — Fatigue

Sub-topic 4.2 — Fitness

Sub-topic 4.3 — Work Environment

TOPIC 5 — Organisational and Social Factors

Sub-topic 5.1 — Basic Needs of People at Work

Sub-topic 5.2 — Team Resource Management

Sub-topic 5.3 — Teamwork and Team Roles

TOPIC 6 — Communication

Sub-topic 6.1 — Written Report

Sub-topic 6.2 — Verbal and Non-verbal Communication

TOPIC 7 — Stress

Sub-topic 7.1 — Stress

Sub-topic 7.2 — Stress Management

TOPIC 8 — Human Error

Sub-topic 8.1 — Human Error

APPENDIX 4 to Annex XIII
Qualification training — Streams

1. COMMUNICATION — VOICE

Subject 1: VOICE

TOPIC 1 — Air-Ground

- Sub-topic 1.1 — Transmission/Reception
- Sub-topic 1.2 — Radio Antenna Systems
- Sub-topic 1.3 — Voice Switch
- Sub-topic 1.4 — Controller Working Position
- Sub-topic 1.5 — Radio Interfaces

TOPIC 2 — COMVCE — Ground-Ground

- Sub-topic 2.1 — Interfaces
- Sub-topic 2.2 — Protocols
- Sub-topic 2.3 — Switch
- Sub-topic 2.4 — Communication chain
- Sub-topic 2.5 — Controller working position

Subject 2: TRANSMISSION PATH

TOPIC 1 — Lines

- Sub-topic 1.1 — Lines Theory
- Sub-topic 1.2 — Digital Transmissions
- Sub-topic 1.3 — Types of Lines

TOPIC 2 — Specific Links

- Sub-topic 2.1 — Microwave Link
- Sub-topic 2.2 — Satellite

Subject 3: RECORDERS

TOPIC 1 — Legal Recorders

- Sub-topic 1.1 — Regulations
- Sub-topic 1.2 — Principles

Subject 4: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

- Sub-topic 2.1 — Functional safety

2. COMMUNICATION — DATA

Subject 1: DATA

TOPIC 1 — Introduction to Networks

- Sub-topic 1.1 — Types
- Sub-topic 1.2 — Networks
- Sub-topic 1.3 — External Network Services
- Sub-topic 1.4 — Measuring Tools
- Sub-topic 1.5 — Troubleshooting

TOPIC 2 — Protocols

- Sub-topic 2.1 — Fundamental Theory
- Sub-topic 2.2 — General Protocols
- Sub-topic 3.3 — Specific Protocols

TOPIC 3 — National Networks

- Sub-topic 3.1 — National Networks

TOPIC 4 — European Networks

- Sub-topic 4.1 — Network Technologies

TOPIC 5 — Global Networks

- Sub-topic 5.1 — Networks and Standards
- Sub-topic 5.2 — Description
- Sub-topic 5.3 — Global Architecture
- Sub-topic 5.4 — Air-Ground Sub-Networks
- Sub-topic 5.5 — Ground-Ground Sub-Networks
- Sub-topic 5.6 — Networks on Board of the Aircraft
- Sub-topic 5.7 — Air-Ground Applications

Subject 2: TRANSMISSION PATH

TOPIC 1 — Lines

- Sub-topic 1.1 — Lines Theory
- Sub-topic 1.2 — Digital Transmission
- Sub-topic 1.3 — Types of Lines

TOPIC 2 — Specific Links

- Sub-topic 2.1 — Microwave Link
- Sub-topic 2.2 — Satellite

Subject 3: RECORDERS

TOPIC 1 — Legal Recorders

- Sub-topic 1.1 — Regulations
- Sub-topic 1.2 — Principles

Subject 4: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

Sub-topic 2.1 — Functional Safety

3. NAVIGATION — NON-DIRECTIONAL BEACON (NDB)

Subject 1: PERFORMANCE-BASED NAVIGATION

TOPIC 1 — Navigation Concepts

- Sub-topic 1.1 — Operational Requirements
- Sub-topic 1.2 — Performance-based Navigation
- Sub-topic 1.3 — Area Navigation Concept (RNAV)
- Sub-topic 1.4 — NOTAM

Subject 2: GROUND-BASED SYSTEMS — NDB

TOPIC 1 — NDB/Locator

- Sub-topic 1.1 — Use of the System
- Sub-topic 1.2 — Ground Station Architecture
- Sub-topic 1.3 — Transmitter Sub-system
- Sub-topic 1.4 — Antenna Sub-system
- Sub-topic 1.5 — Monitoring and Control Sub-systems
- Sub-topic 1.6 — On-board Equipment
- Sub-topic 1.7 — System Check and Maintenance

Subject 3: GLOBAL NAVIGATION SATELLITE SYSTEM

TOPIC 1 — GNSS

Sub-topic 1.1 — General View

Subject 4: ON-BOARD EQUIPMENT

TOPIC 1 — On-board Systems

Sub-topic 1.1 — On-board Systems

TOPIC 2 — Autonomous Navigation

Sub-topic 2.1 — Inertial Navigation

TOPIC 3 — Vertical Navigation

Sub-topic 3.1 — Vertical Navigation

Subject 5: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

Sub-topic 1.1 — Functional Safety

4. NAVIGATION — DIRECTION FINDING (DF)

Subject 1: PERFORMANCE-BASED NAVIGATION

TOPIC 1 — Navigation Concepts

Sub-topic 1.1 — Operational Requirements

Sub-topic 1.2 — Performance-Based Navigation

Sub-topic 1.3 — Area Navigation Concept (RNAV)

Sub-topic 1.4 — NOTAM

Subject 2: GROUND-BASED SYSTEMS — DF

TOPIC 1 — DF

Sub-topic 1.1 — Use of the System

Sub-topic 1.2 — VDF/DDF Equipment Architecture

Sub-topic 1.3 — Receiver Sub-system

Sub-topic 1.4 — Antenna Sub-system

Sub-topic 1.5 — Monitoring and Control Sub-systems

Sub-topic 1.6 — System Check and Maintenance

Subject 3: GLOBAL NAVIGATION SATELLITE SYSTEM

TOPIC 1 — GNSS

Sub-topic 1.1 — General View

Subject 4: ON-BOARD EQUIPMENT

TOPIC 1 — On-board Systems

Sub-topic 1.1 — On-board Systems

TOPIC 2 — Autonomous Navigation

Sub-topic 2.1 — Inertial Navigation

TOPIC 3 — Vertical Navigation

Sub-topic 3.1 — Vertical Navigation

Subject 5: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

Sub-topic 2.1 — Functional Safety

5. NAVIGATION — VHF OMNIDIRECTIONAL RADIO RANGE (VOR)

Subject 1: PERFORMANCE-BASED NAVIGATION

TOPIC 1 — Navigation Concepts

- Sub-topic 1.1 — Operational Requirements
- Sub-topic 1.2 — Performance-Based Navigation
- Sub-topic 1.3 — Area Navigation Concept (RNAV)
- Sub-topic 1.4 — NOTAM

Subject 2: GROUND-BASED SYSTEMS — VOR

TOPIC 1 — VOR

- Sub-topic 1.1 — Use of the System
- Sub-topic 1.2 — Fundamentals of CVOR and/or DVOR
- Sub-topic 1.3 — Ground Station Architecture
- Sub-topic 1.4 — Transmitter Sub-system
- Sub-topic 1.5 — Antenna Sub-system
- Sub-topic 1.6 — Monitoring and Control Sub-system
- Sub-topic 1.7 — On-board Equipment
- Sub-topic 1.8 — System Check and Maintenance

Subject 3: GLOBAL NAVIGATION SATELLITE SYSTEM

TOPIC 1 — GNSS

- Sub-topic 1.1 — General View

Subject 4: ON-BOARD EQUIPMENT

TOPIC 1 — On-board Systems

- Sub-topic 1.1 — On-board Systems

TOPIC 2 — Autonomous Navigation

- Sub-topic 2.1 — Inertial Navigation

TOPIC 3 — Vertical Navigation

- Sub-topic 3.1 — Vertical Navigation

Subject 5: — FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

- Sub-topic 2.1 — Functional Safety

6. NAVIGATION — DISTANCE MEASURING EQUIPMENT (DME)

Subject 1: PERFORMANCE-BASED NAVIGATION

TOPIC 1 — Navigation concepts

- Sub-topic 1.1 — Operational Requirements
- Sub-topic 1.2 — Performance-Based Navigation
- Sub-topic 1.3 — Area Navigation Concept (RNAV)
- Sub-topic 1.4 — NOTAM

Subject 2: GROUND-BASED SYSTEMS — DME

TOPIC 1 — DME

- Sub-topic 1.1 — Use of the System
- Sub-topic 1.2 — Fundamentals of DME
- Sub-topic 1.3 — Ground Station Architecture
- Sub-topic 1.4 — Receiver Sub-system
- Sub-topic 1.5 — Signal Processing
- Sub-topic 1.6 — Transmitter Sub-system
- Sub-topic 1.7 — Antenna Sub-system
- Sub-topic 1.8 — Monitoring and Control Sub-system
- Sub-topic 1.9 — On-board Equipment
- Sub-topic 1.10 — System Check and Maintenance

Subject 3: GLOBAL NAVIGATION SATELLITE SYSTEM

TOPIC 1 — GNSS

- Sub-topic 1.1 — General View

Subject 4: ON-BOARD EQUIPMENT

TOPIC 1 — On-board Systems

- Sub-topic 1.1 — On-board Systems

TOPIC 2 — Autonomous Navigation

- Sub-topic 2.1 — Inertial Navigation

TOPIC 3 Vertical Navigation

- Sub-topic 3.1 — Vertical Navigation

Subject 5: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

- Sub-topic 2.1 — Functional Safety

7. NAVIGATION — INSTRUMENT LANDING SYSTEM (ILS)

Subject 1: PERFORMANCE-BASED NAVIGATION

TOPIC 1 — Navigation concepts

- Sub-topic 1.1 — Operational Requirements
- Sub-topic 1.2 — Performance-Based Navigation
- Sub-topic 1.3 — Area Navigation Concept (RNAV)
- Sub-topic 1.4 — NOTAM

Subject 2: GROUND-BASED SYSTEMS — ILS

TOPIC 1 — ILS

- Sub-topic 1.1 — Use of the System
- Sub-topic 1.2 — Fundamentals of ILS
- Sub-topic 1.3 — 2F-Systems
- Sub-topic 1.4 — Ground Station Architecture
- Sub-topic 1.5 — Transmitter Sub-system
- Sub-topic 1.6 — Antenna Sub-system
- Sub-topic 1.7 — Monitoring and Control Sub-system
- Sub-topic 1.8 — On-board Equipment
- Sub-topic 1.9 — System Check and Maintenance

Subject 3: GLOBAL NAVIGATION SATELLITE SYSTEM

TOPIC 1 — GNSS

- Sub-topic 1.1 — General View

Subject 4: ON-BOARD EQUIPMENT

TOPIC 1 — On-board Systems

- Sub-topic 1.1 — On-board Systems

TOPIC 2 — Autonomous navigation

- Sub-topic 2.1 — Inertial Navigation

TOPIC 3 — Vertical Navigation

- Sub-topic 3.1 — Vertical Navigation

Subject 5: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional Safety

- Sub-topic 2.1 — Functional Safety

8. NAVIGATION — MICROWAVE LANDING SYSTEM (MLS)

Subject 1: PERFORMANCE-BASED NAVIGATION

TOPIC 1 — Navigation Concepts

- Sub-topic 1.1 — Operational Requirements
- Sub-topic 1.2 — Performance-Based Navigation
- Sub-topic 1.3 — Area Navigation Concept (RNAV)
- Sub-topic 1.4 — NOTAM

Subject 2: GROUND-BASED SYSTEMS — MLS

TOPIC 1 — MLS

- Sub-topic 1.1 — Use of the System
- Sub-topic 1.2 — Fundamentals of MLS
- Sub-topic 1.3 — Ground Station Architecture
- Sub-topic 1.4 — Transmitter Sub-system
- Sub-topic 1.5 — Antenna Sub-system
- Sub-topic 1.6 — Monitoring and Control Sub-system
- Sub-topic 1.7 — On-board Equipment
- Sub-topic 1.4 — System Check and Maintenance

Subject 3: GLOBAL NAVIGATION SATELLITE SYSTEM

TOPIC 1 — GNSS

- Sub-topic 1.1 — General View

Subject 4: ON-BOARD EQUIPMENT

TOPIC 1 — On-board Systems

- Sub-topic 1.1 — On-board Systems

TOPIC 2 — Autonomous navigation

- Sub-topic 2.1 — Inertial Navigation

TOPIC 3 — Vertical navigation

- Sub-topic 3.1 — Vertical Navigation

Subject 5: FUNCTIONAL SAFETY

TOPIC 1 — Safety attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional safety

- Sub-topic 2.1 — Functional Safety

9. SURVEILLANCE — PRIMARY SURVEILLANCE RADAR

Subject 1: PRIMARY SURVEILLANCE RADAR

TOPIC 1 — ATC surveillance

- Sub-topic 1.1 — Use of PSR for Air Traffic Services
- Sub-topic 1.2 — Antenna (PSR)
- Sub-topic 1.3 — Transmitters
- Sub-topic 1.4 — Characteristics of Primary Targets
- Sub-topic 1.5 — Receivers
- Sub-topic 1.6 — Signal Processing and Plot Extraction
- Sub-topic 1.7 — Plot Combining
- Sub-topic 1.8 — Characteristics of Primary Radar

TOPIC 2 — SURPSR — Surface Movement Radar

- Sub-topic 2.1 — Use of SMR for Air Traffic Services
- Sub-topic 2.2 — Radar Sensor

TOPIC 3 — SURPSR — Test and Measurement

- Sub-topic 3.1 — Test and Measurement

Subject 2: HUMAN MACHINE INTERFACE (HMI)

TOPIC 1 — SURPSR — HMI

- Sub-topic 1.1 — ATCO HMI
- Sub-topic 1.2 — ATSEP HMI
- Sub-topic 1.3 — Pilot HMI
- Sub-topic 1.4 — Displays

Subject 3: SURVEILLANCE DATA TRANSMISSION

TOPIC 1 — SDT

- Sub-topic 1.1 — Technology and Protocols
- Sub-topic 1.2 — Verification Methods

Subject 4: FUNCTIONAL SAFETY

TOPIC 1 — SURPSR — Safety Attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — SURPSR — Functional Safety

- Sub-topic 2.1 — Functional Safety

Subject 5: DATA PROCESSING SYSTEMS

TOPIC 1 — System Components

- Sub-topic 1.1 — Surveillance Data Processing Systems

10. SURVEILLANCE — SECONDARY SURVEILLANCE RADAR

Subject 1: SECONDARY SURVEILLANCE RADAR (SSR)

TOPIC 1 — SSR and Mono-pulse SSR

- Sub-topic 1.1 — Use of SSR for Air Traffic Services
- Sub-topic 1.2 — Antenna (SSR)
- Sub-topic 1.3 — Interrogator
- Sub-topic 1.4 — Transponder
- Sub-topic 1.5 — Receivers
- Sub-topic 1.6 — Signal Processing and Plot Extraction
- Sub-topic 1.7 — Plot Combining
- Sub-topic 1.8 — Test and Measurement

TOPIC 2 — Mode S

- Sub-topic 2.1 — Introduction to Mode S
- Sub-topic 2.2 — Mode S System

TOPIC 3 — Multilateration

- Sub-topic 3.1 — MLAT in use
- Sub-topic 3.2 — MLAT Principles

TOPIC 4 — SURSSR — Environment

- Sub-topic 4.1 — SSR Environment

Subject 2: HUMAN MACHINE INTERFACE (HMI)

TOPIC 1 — HMI

- Sub-topic 1.1 — ATCO HMI
- Sub-topic 1.2 — ATSEP HMI
- Sub-topic 1.3 — Pilot HMI
- Sub-topic 1.1 — Displays

Subject 3: SURVEILLANCE DATA TRANSMISSION

TOPIC 1 — SDT

- Sub-topic 1.1 — Technology and Protocols
- Sub-topic 1.2 — Verification Methods

Subject 4: FUNCTIONAL SAFETY

TOPIC 1 — Safety attitude

- Sub-topic 1.1 — Safety Attitude

TOPIC 2 — Functional safety

- Sub-topic 2.1 — Functional Safety

Subject 5: DATA PROCESSING SYSTEMS

TOPIC 1 — System components

Sub-topic 1.1 — Surveillance Data Processing Systems

11. SURVEILLANCE — AUTOMATIC DEPENDENT SURVEILLANCE

Subject 1: AUTOMATIC DEPENDENT SURVEILLANCE (ADS)

TOPIC 1 — General view on ADS

Sub-topic 1.1 — Definition of ADS

TOPIC 2 — SURADS — ADS-B

Sub-topic 2.1 — Introduction to ADS-B

Sub-topic 2.2 — Techniques of ADS-B

Sub-topic 2.3 — VDL Mode 4 (STDMA)

Sub-topic 2.4 — Mode S Extended Squitter

Sub-topic 2.5 — UAT

Sub-topic 2.6 — ASTERIX

TOPIC 3 — ADS-C

Sub-topic 3.1 — Introduction to ADS-C

Sub-topic 3.2 — Techniques in ADS-C

Subject 2: HUMAN MACHINE INTERFACE (HMI)

TOPIC 1 — HMI

Sub-topic 1.1 — ATCO HMI

Sub-topic 1.2 — ATSEP HMI

Sub-topic 1.3 — Pilot HMI

Sub-topic 1.1 — Displays

Subject 3: SURVEILLANCE DATA TRANSMISSION

TOPIC 1 — SDT

Sub-topic 1.1 — Technology and Protocols

Sub-topic 1.2 — Verification Methods

Subject 4: FUNCTIONAL SAFETY

TOPIC 1 — Safety Attitude

Sub-topic 1.1 — Safety Attitude

TOPIC 2 — SURADS — Functional Safety

Sub-topic 2.1 — Functional Safety

Subject 5: DATA PROCESSING SYSTEMS

TOPIC 1 — System components

Sub-topic 1.1 — Surveillance Data Processing Systems

12. DATA — DATA PROCESSING

Subject 1: FUNCTIONAL SAFETY

TOPIC 1 — Functional Safety

Sub-topic 1.1 — Functional Safety

Sub-topic 1.2 — Software Integrity and Security

TOPIC 2 — Safety Attitude

Sub-topic 2.1 — Safety Attitude

Subject 2: DATA PROCESSING SYSTEMS

TOPIC 1 — User requirements

Sub-topic 1.1 — Controller requirements

Sub-topic 1.2 — Trajectories, Prediction and Calculation

Sub-topic 1.3 — Ground Safety Nets

Sub-topic 1.4 — Decision Support

TOPIC 2 — System Components Data

Sub-topic 2.1 — Processing Systems

Sub-topic 2.2 — Flight Data Processing Systems

Sub-topic 2.3 — Surveillance Data Processing Systems

Subject 3: DATA PROCESS

TOPIC 1 — Software process

Sub-topic 1.1 — Middleware

Sub-topic 1.2 — Operating Systems

Sub-topic 1.3 — Configuration Control

Sub-topic 1.4 — Software Development Process

TOPIC 2 — Hardware platform

Sub-topic 2.1 — Equipment Upgrade

Sub-topic 2.2 — COTS

Sub-topic 2.3 — Interdependence

Sub-topic 2.4 — Maintainability

TOPIC 3 — Testing

Sub-topic 3.1 — Testing

Subject 4: DATA

TOPIC 1 — Data Essential Features

Sub-topic 1.1 — Data Significance

Sub-topic 1.2 — Data Configuration Control

Sub-topic 1.3 — Data Standards

TOPIC 2 — ATM Data — Detailed structure

- Sub-topic 2.1 — System Area
- Sub-topic 2.2 — Characteristic Points
- Sub-topic 2.3 — Aircraft Performances
- Sub-topic 2.4 — Screen Manager
- Sub-topic 2.5 — Auto-coordination Messages
- Sub-topic 2.6 — Configuration Control Data
- Sub-topic 2.7 — Physical Configuration Data
- Sub-topic 2.8 — Relevant Meteo Data
- Sub-topic 2.9 — Alert and Error Messages to ATSEP
- Sub-topic 2.10 — Alert and Error Messages to ATCO

Subject 5: COMMUNICATION DATA

TOPIC 1 — Introduction to Networks

- Sub-topic 1.1 — Types
- Sub-topic 1.2 — Networks
- Sub-topic 1.3 — External Network Services
- Sub-topic 1.4 — Measuring Tools
- Sub-topic 1.5 — Troubleshooting

TOPIC 2 — Protocols

- Sub-topic 2.1 — Fundamental Theory
- Sub-topic 2.2 — General Protocols
- Sub-topic 2.3 — Specific Protocols

TOPIC 3 — DATDP — National Networks

- Sub-topic 3.1 — National Networks

Subject 6: SURVEILLANCE PRIMARY

TOPIC 1 — ATC Surveillance

- Sub-topic 1.1 — Use of PSR for Air Traffic Services

Subject 7: SURVEILLANCE SECONDARY

TOPIC 1 — SSR AND MSSR

- Sub-topic 1.1 — Use of SSR for Air Traffic Services

TOPIC 2 — Mode S

- Sub-topic 2.1 — Introduction to Mode S

TOPIC 3 — Multilateration

- Sub-topic 3.1 — MLAT Principles

Subject 8: SURVEILLANCE — HMI

TOPIC 1 — HMI

Sub-topic 1.1 — ATCO HMI

Subject 9: SURVEILLANCE DATA TRANSMISSION

TOPIC 1 — Surveillance Data Transmission

Sub-topic 1.1 — Technology and Protocols

13. SYSTEM MONITORING AND CONTROL — COMMUNICATION

Subject 1: ANS STRUCTURE

TOPIC 1 — ANSP Organisation and Operation

Sub-topic 1.1 — SMCCOM — ANSP Organisation and Operation

TOPIC 2 — ANSP Maintenance Program

Sub-topic 2.1 — Policy

TOPIC 3 — ATM Context

Sub-topic 3.1 — ATM Context

TOPIC 4 — ANSP Administrative Practices

Sub-topic 4.1 — Administration

Subject 2: ANS SYSTEM/EQUIPMENT

TOPIC 1 — Operational Impacts

Sub-topic 1.1 — Degradation or Loss of System/Equipment Services

TOPIC 2 — SMCCOM — User Position Functionality and Operation

Sub-topic 2.1 — User Working Position

Sub-topic 2.2 — SMC Working Position

Subject 3: TOOLS, PROCESSES AND PROCEDURES

TOPIC 1 — Requirements

Sub-topic 1.1 — SMS

Sub-topic 1.2 — QMS

Sub-topic 1.3 — SMS application in the working environment

TOPIC 2 — Maintenance Agreements with Outside Agencies

Sub-topic 2.1 — Principles of agreements

TOPIC 3 — SMC General Processes

Sub-topic 3.1 — Roles and responsibilities

TOPIC 4 — Maintenance Management Systems

Sub-topic 4.1 — Reporting

Subject 4: TECHNOLOGY

TOPIC 1 — Technologies and Principles

Sub-topic 1.1 — General

Sub-topic 1.2 — Communication

Sub-topic 1.3 — Facilities

Subject 5: COMMUNICATION VOICE

TOPIC 1 — Air-Ground

Sub-topic 1.1 — Controller Working Position

TOPIC 2 — Ground-Ground

Sub-topic 2.1 — Interfaces

Sub-topic 2.2 — Switch

Sub-topic 2.3 — Controller Working Position

Subject 6: COMMUNICATION — DATA

TOPIC 1 — European Networks

Sub-topic 1.1 — Network Technologies

TOPIC 2 — Global Networks

Sub-topic 2.1 — Networks and Standards

Sub-topic 2.2 — Description

Sub-topic 2.3 — Global Architecture

Sub-topic 2.4 — Air-Ground Sub-networks

Sub-topic 2.5 — Ground-Ground Sub-networks

Sub-topic 2.6 — Air-Ground Applications

Subject 7: COMMUNICATION — RECORDERS

TOPIC 1 — Legal recorders

Sub-topic 1.1 — Regulations

Sub-topic 1.2 — Principles

Subject 8: NAVIGATION — PBN NDB

TOPIC 1 — NAV Concepts

Sub-topic 1.1 — NOTAM

14. SYSTEM MONITORING AND CONTROL — NAVIGATION

Subject 1: ANS STRUCTURE

TOPIC 1 — ANSP Organisation and Operation

Sub-topic 1.1 — ANSP Organisation and Operation

TOPIC 2 — ANSP Maintenance Program

Sub-topic 2.1 — Policy

TOPIC 3 — ATM Context

Sub-topic 3.1 — ATM Context

TOPIC 4 — ANSP Administrative Practices

Sub-topic 4.1 — Administration

Subject 2: ANS SYSTEM/EQUIPMENT

TOPIC 1 — Operational Impacts

Sub-topic 1.1 — SMCNAV — Degradation or Loss of System/Equipment Services

TOPIC 2 — User Position Functionality and Operation

Sub-topic 2.1 — User Working Position

Sub-topic 2.2 — SMC Working Position

Subject 3: TOOLS, PROCESSES AND PROCEDURES

TOPIC 1 — SMCNAV — Requirements

Sub-topic 1.1 — SMS

Sub-topic 1.2 — QMS

Sub-topic 1.3 — SMS application in the working environment

TOPIC 2 — Maintenance Agreements with Outside Agencies

Sub-topic 2.1 — Principles of agreements

TOPIC 3 — SMC General Processes

Sub-topic 3.1 — Roles and responsibilities

TOPIC 4 — SMCNAV — Maintenance Management Systems

Sub-topic 4.1 — Reporting

Subject 4: TECHNOLOGY

TOPIC 1 — SMCNAV — Technologies and Principles

Sub-topic 1.1 — General

Sub-topic 1.2 — Communication

Sub-topic 1.3 — Facilities

Subject 5: COMMUNICATION — DATA

TOPIC 1 — SMCNAV — European Networks

Sub-topic 1.1 — Network Technologies

TOPIC 2 — Global Networks

Sub-topic 2.1 — Networks and Standards

Sub-topic 2.2 — Description

Sub-topic 2.3 — Global Architecture

Sub-topic 2.4 — Air-Ground Sub-networks

Sub-topic 2.5 — Ground-Ground Sub-networks

Sub-topic 2.6 — Air-Ground Applications

Subject 6: COMMUNICATION — RECORDERS

TOPIC 1 — Legal Recorders

Sub-topic 1.1 — Regulations

Sub-topic 1.2 — Principles

Subject 7: NAVIGATION — PBN NDB

TOPIC 1 — NAV Concepts

Sub-topic 1.1 — NOTAM

Subject 8: NAVIGATION — GROUND-BASED SYSTEMS - NDB

TOPIC 1 — NDB Locator

Sub-topic 1.1 — Use of the System

Subject 9: NAVIGATION — GROUND-BASED SYSTEMS - DFI

TOPIC 1 — SMCNAV — DF

Sub-topic 1.1 — Use of the System

Subject 10: NAVIGATION — GROUND-BASED SYSTEMS - VOR

TOPIC 1 — VOR

Sub-topic 1.1 — Use of the System

Subject 11: NAVIGATION — GROUND-BASED SYSTEMS - DME

TOPIC 1 — DME

Sub-topic 1.1 — Use of the System

Subject 12: NAVIGATION — GROUND-BASED SYSTEMS - ILS

TOPIC 1 — ILS

Sub-topic 1.1 — Use of the System

15. SYSTEM MONITORING AND CONTROL — SURVEILLANCE

Subject 1: ANS STRUCTURE

TOPIC 1 — ANSP Organisation and Operation

Sub-topic 1.1 — ANSP Organisation and Operation

TOPIC 2 — ANSP Maintenance Program

Sub-topic 2.1 — Policy

TOPIC 3 — ATM Context

Sub-topic 3.1 — ATM Context

TOPIC 4 — ANSP Administrative Practices

Sub-topic 4.1 — Administration

Subject 2: ANS SYSTEM/EQUIPMENT

TOPIC 1 — Operational Impacts

Sub-topic 1.1 — SMCSUR — Degradation or Loss of System/Equipment Services

TOPIC 2 — User Position Functionality and Operation

Sub-topic 2.1 — User Working Position

Sub-topic 2.2 — SMC Working Position

Subject 3: TOOLS, PROCESSES AND PROCEDURES

TOPIC 1 — Requirements

Sub-topic 1.1 — SMS

Sub-topic 1.2 — QMS

Sub-topic 1.3 — SMS application in the working environment

TOPIC 2 — Maintenance Agreements with Outside Agencies

Sub-topic 2.1 — Principles of agreements

TOPIC 3 — SMC General Processes

Sub-topic 3.1 — Roles and responsibilities

TOPIC 4 — Maintenance Management Systems

Sub-topic 4.1 — Reporting

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Sub-topic 1.2 — Principles

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TOPIC 1 — NAV Concepts

Sub-topic 1.1 — NOTAM

Subject 8: SURVEILLANCE — PRIMARY

TOPIC 1 — ATC Surveillance

Sub-topic 1.1 — Use of PSR for Air Traffic Services

Subject 9: SURVEILLANCE — SECONDARY

TOPIC 1 — SSR AND MSSR

Sub-topic 1.1 — Use of SSR for Air Traffic Services

TOPIC 2 — Mode S

Sub-topic 2.1 — Introduction to Mode S

TOPIC 3 — Multilateration

Sub-topic 3.1 — MLAT Principles

Subject 10: SURVEILLANCE — HMI

TOPIC 1 — HMI

Sub-topic 1.1 — ATCO HMI

Subject 11: SURVEILLANCE — DATA TRANSMISSION

TOPIC 1 — Surveillance Data Transmission

Sub-topic 1.1 — Technology and Protocols

16. SYSTEM MONITORING AND CONTROL — DATA

Subject 1: ANS STRUCTURE

TOPIC 1 — ANSP Organisation and Operation

Sub-topic 1.1 — ANSP Organisation and Operation

TOPIC 2 — ANSP Maintenance Program

Sub-topic 2.1 — Policy

TOPIC 3 — ATM Context

Sub-topic 3.1 — ATM Context

TOPIC 4 — ANSP ADMINISTRATIVE PRACTICES

Sub-topic 4.1 — Administration

Subject 2: ANS SYSTEM/EQUIPMENT

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Sub-topic 1.1 — Degradation or Loss of System/Equipment Services

TOPIC 2 — User Position Functionality and Operation

Sub-topic 2.1 — User Working Position

Sub-topic 2.2 — SMC Working Position

Subject 3: TOOLS, PROCESSES AND PROCEDURES

TOPIC 1 — SMCDAT — Requirements

Sub-topic 1.1 — SMS

Sub-topic 1.2 — QMS

Sub-topic 1.3 — SMS application in the working environment

TOPIC 2 — Maintenance Agreements with Outside Agencies

Sub-topic 2.1 — Principles of agreements

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Sub-topic 3.1 — Roles and responsibilities

TOPIC 4 — Maintenance Management Systems

Sub-topic 4.1 — Reporting

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Sub-topic 1.3 — Facilities

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Sub-topic 1.2 — Principles

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TOPIC 1 — HMI

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Subject 11: SURVEILLANCE — DATA TRANSMISSION

TOPIC 1 — Surveillance Data Transmission

Sub-topic 1.1 — Technology and Protocols

Subject 12: SURVEILLANCE — DATA PROCESSING SYSTEMS

TOPIC 1 — User Requirements

Sub-topic 1.1 — Controller requirements

Sub-topic 1.2 — Trajectories, Prediction and Calculation

Sub-topic 1.3 — Ground Safety Nets

Sub-topic 1.4 — Decision Support

Subject 13: SURVEILLANCE — DATA PROCESS

TOPIC 1 — Hardware Platform

Sub-topic 1.1 — Equipment Upgrade

Sub-topic 1.2 — COTS

Sub-topic 1.3 — Interdependence

Subject 14: SURVEILLANCE — DATA

TOPIC 1 — Data Essentials Features

Sub-topic 1.1 — Data Significance

Sub-topic 1.2 — Data Configuration Control

Sub-topic 1.2 — Data Standards