



GHANA  
CIVIL AVIATION AUTHORITY

# ADVISORY CIRCULAR AC-20-001

## QUALITY MANAGEMENT SYSTEM FOR THE PROVISION OF METEOROLOGICAL SERVICES TO AIR NAVIGATION

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### SECTION 1 - GENERAL

#### 1. PURPOSE

This Advisory Circular (AC) is issued to provide guidance on the establishment and implementation of a Quality Management System for the provision of Meteorological Services to Air Navigation. The quality System established shall comprise procedures, processes and resources necessary to provide for the quality management of the meteorological information to be supplied to the users

#### 2. STATUS OF THE ADVISORY CIRCULAR

This AC is an original issuance.

#### 3. BACKGROUND

The setting of a properly organized quality system is to ensure a continued high quality of data and products provided by the aeronautical meteorological services.

#### 4. APPLICABILITY

This AC is applicable to Meteorological Service Providers providing Meteorological Services for Air Navigation in Ghana.

#### 5. RELATED DIRECTIVIES

This AC is related to the Part 20 – Meteorological Services for International Air Navigation of the Ghana Civil Aviation (Air Navigation Services) Directives.



## 6. RELATED READING MATERIAL

ICAO Doc 9873 – (Manual on the Quality Management System for the provision of Meteorological Service to International Air Navigation (IAN))

## 7. ACRONYMS

|      |   |   |
|------|---|---|
| AC   | - | Advisory Circular                         |
| ANS  | - | Air Navigation Service                    |
| ATS  | - | Air Traffic Services                      |
| ANSP | - | Air Navigation Service Provider           |
| GCAA | - | Ghana Civil Aviation Authority            |
| GCAD | - | Ghana Civil Aviation Directives           |
| DG   | - | Director General                          |
| GMA  | - | Ghana Meteorological Agency               |
| ICAO | - | International Civil Aviation Organization |
| QMS  | - | Quality Management System                 |

## SECTION B - GUIDANCE AND PROCEDURES

### 8. GENERAL

- A. The quality system established in accordance with this advisory circular should be in conformity with the International Organization for Standardization (ISO 9001 series of quality assurance standards and shall be certified by an approved organization.
  
- B. The International Organization for Standardization (ISO) 9001 series of quality assurance standards provide a basic framework for the development of a quality assurance program.

### 9. DEVELOPMENT OF THE QUALITY SYSTEM

In developing the Meteorological Service quality management system, the designated meteorological authority shall take into consideration the following:



- A. the quality system provides the users with assurance that the meteorological information supplied complies with the stated requirements as per the Part 20 of Ghana Civil Aviation (ANS) Directives;
- B. the quality system includes verification/validation procedures in regard to the operational meteorological (OPMET) information exchange, as well as resources for monitoring the adherence to the prescribed transmission schedules; and
- C. Demonstration of compliance of the quality system applied shall be by audit. If non-conformity of the system is identified, action should be initiated to determine and correct the cause. All audit observations shall be evidenced and properly documented.

#### 10. COMPONENT OF QMS

- A. The main components of a Quality System shall include:
  - i. A Quality Policy;
  - ii. A Quality Manual that outlines the quality system;
  - iii. Procedures for all quality assurance activities within that system;
  - iv. Work instructions / operational procedures;
  - v. Description of resources provided for the effective implementation of the quality system; and
  - vi. Forms and Records.
- B. The Quality Manual developed under 10 (A) (ii) above shall include the following typical elements:-
  - i. **Title and scope** – the manual should make reference to the specific quality management system standard (i.e. ISO 9000) on which the quality management system is based.
  - ii. **Table of contents**
  - iii. **Review, approval and revision** – evidence of the review, approval and revision status and date of the quality manual should be clearly stated.

- iv. **Quality Policy and Objectives** – can be separated documented but referenced in the manual or be included in the quality manual.
- v. **Organization, responsibility and authority** – a description of the structure of the organization is to be included. Organization charts, flow charts and job descriptions may be included or referenced in the manual.
- vi. **References** – a list of documents referred to but not included in the manual
- vii. **Quality management system description** – a description of the processes and their interactions, documented procedures or references to them are to be included; and
- viii. **Appendices** – any supportive information such as flow charts of processes and organizational charts.

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