



**International Civil Aviation Organization**

**NINTH MEETING OF THE  
COMMUNICATIONS/NAVIGATION/SURVEILLANCE AND  
METEOROLOGY SUB-GROUP OF APANPIRG  
(CNS/MET SG/9)**

Bangkok, Thailand, 11–15 July 2005

**Agenda Item 11:      Quality assurance in the MET field:**

**1) Review preparations for the ASIA/PAC QMS seminar**

**PREPARATION FOR THE QMS SEMINAR**

(Presented by Hong Kong, China)

**SUMMARY**

This paper presents the latest status in the preparation of the QMS seminar for the Asia/Pacific Region.

**1.      INTRODUCTION**

1.1      The meeting may recall that in 2002, APANPIRG Conclusion 13/32 requested a seminar on Quality Management Systems for the aeronautical meteorological services (QMS seminar) for the Asia/Pacific Region to be organized by ICAO in coordination with WMO. Subsequent to the review of the APANPRIG/13 report by the ICAO Council, this conclusion was addressed to WMO in April 2003, in accordance with the working arrangements between ICAO and WMO, to invite WMO to arrange the seminar in coordination with ICAO. Hong Kong, China has offered to be the local organizer.

1.2      The CNS/MET SG/7 meeting, held in July 2003, considered the steps in organizing the QMS seminar and set up an ad-hoc team composing experts from Hong Kong, China; Malaysia; New Zealand; Singapore; USA and WMO to prepare for the seminar. At the meeting, the observer from WMO indicated that WMO would consider funding for the seminar which was currently planned to take place in the second half of 2005.

**2.      DISCUSSION**

2.1      The organization of the QMS seminar is subject to confirmation of funding from WMO. Taking note of similar seminars conducted in other regions, it is proposed that the seminar would last 3½ day. The draft programme, developed in coordination with the ICAO secretariat and the WMO CAeM Expert Team on Quality Management, is provided as an attachment to this paper.

2.2 Apart from the QMS seminar, as a follow-up to the MET Divisional Meeting (2002) Recommendation 4/3, Hong Kong, China provided an expert to serve as the ICAO consultant to draft the guidance material on quality management systems. A draft Manual on Quality Management was completed in December 2004. The draft has subsequently been reviewed and commented by WMO.

### **3. ACTION BY THE MEETING**

3.1 The meeting is invited to note the information provided in this paper and provide comments on the draft programme in the attachment.

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### Quality Management System (QMS) Seminar Programme

<b>Day 1</b>	<b>Programme</b>
9:00 – 9:30	Registration
9:30 – 10:00	Welcoming Addresses by Hong Kong, China; WMO; and ICAO
10:00 – 10:30	Quality Assurance and Aviation Weather Services: A brief overview of the imperative for QA and its adoption in aviation weather services through Annex 3 / Technical Regulations (C.3.1)
10:30 – 11:00	Coffee break
11:00 – 12:30	Overview of QMS and the ISO 9000 series of quality assurance standards
12:30 – 14:00	Lunch break
14:00 – 15:00	What is ISO 9001:2000 (Session I) – 8 principles
15:00 – 15:30	Coffee break
15:30 – 17:00	Country/industry presentations on implementation experience / plan (Session I)
<b>Day 2</b>	
9:00 – 10:30	What is ISO 9001:2000 (Session II)
10:30 – 11:00	Coffee break
11:00 – 12:30	ISO 9001:2000 implementation (Session I) – Establishment of QMS documentation
12:30 – 14:00	Lunch break
14:00 – 17:00	Visit to the Airport Meteorological Office (AMO)
<b>Day 3</b>	
9:00 – 10:30	ISO 9001:2000 implementation (Session II) – Performance measurement
10:30 – 11:00	Coffee break
11:00 – 11:30	ISO 9001:2000 implementation (Session III) - Internal and Certification audits
11:30 – 12:30	Change management - Integrating a quality management system into the day-to-day “normal activities” of an aviation weather service
12:30 – 14:00	Lunch break
14:00 – 17:00	Country/industry presentations on implementation experience / plan (Session II)
<b>Day 4</b>	
9:00 – 10:00	Costs and benefits of implementing ISO 9001:2000 for aviation weather services
10:00 – 10:30	ISO 9000 and developing countries
10:30 – 11:00	Coffee break
11:00 – 12:00	Discussion session
12:00 – 12:30	Closing Address