

Appendix B CWSU Site Review Checklist

Reviewers

Date

1.0 Element 1 Briefings -- Stand-up ARTCC A minimum of two briefings will be observed.

Pass **Fail**

1.1 How many stand-up/schedule ARTCC briefings were observed?

1.2 Were the briefings clear and concise? **Yes** **No**

Did the meteorologist use proper pace and tone for audience?

Did the meteorologist use appropriate, non-technical language for the audience?

1.3 Did the briefing provide consistent information? **Yes** **No**

Did the meteorologist deviate from other aviation forecasts valid for the ARTCC area?

If so, was the deviation justified?

1.4 Did the meteorologist clarify inconsistent forecasts? **Yes** **No**

1.5 Did the meteorologist use sound meteorological reasoning? **Yes** **No**

1.6 Did the meteorologist provide a depiction of weather conditions which affect or have the potential to affect air traffic services or aircraft operations within the ARTCC area including but not limited to:

Yes **No**

Thunderstorm location and intensity

Areas of precipitation

Cloud coverage

Icing levels

Turbulence

Winds Aloft

Low-level wind shear

Area of less than 3 miles visibility and/or ceilings less than 3,000 feet

Significant pressure changes

1.7 Additional Comments...

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2.0 Element 2 Briefings -- On-demand A minimum of two briefings will be observed.

Pass Fail

2.1 How many on-demand briefings were observed?

2.2 What FAA facility/facilities was/were briefed?

2.3 Were the inquiries adequately answered? Yes No

2.4 Were the briefings clear and concise? Yes No

Did the meteorologist use proper pace and tone for the requestor?

Did the meteorologist use appropriate, non-technical language for the requestor?

2.5 Did the briefing provide information consistent with other official weather sources? (if applicable) Yes No

2.6 Did the meteorologist clarify inconsistent forecasts? Yes No

2.7 Did the meteorologist use sound meteorological reasoning? Yes No

2.8 Additional Comments...

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3.0 Element 3 TMU Support Interview questions for TMU.

Pass Fail

Interviewee

3.1 Are CWSU Meteorologists anticipating your needs? Yes No

Are the meteorologists aware of Air Traffic concerns and changing needs?

Do the meteorologists proactively provide weather information in an effort to assist you in planning?

3.2 Are you receiving consistent weather information? Yes No

Are the meteorologists providing consistent weather information or does it conflict with other official weather sources?

Are the meteorologists clarifying and eliminating inconsistent weather information to assist you in planning?

3.3 Are you satisfied with the service you receive from the CWSU? Yes No

3.4 What services from the CWSU best serve your needs?

3.5 What services from your CWSU are least helpful/useful?

3.6 Additional Comments...

4.0 Element 4 TRACON Support Interview questions for TRACON.

Pass Fail

Interviewee

4.1 Are CWSU Meteorologists anticipating your needs? Yes No

Are the meteorologists aware of Air Traffic concerns and changing needs?

Do the meteorologists proactively provide weather information in an effort to assist you in planning?

4.2 Are you receiving consistent weather information? Yes No

Are the meteorologists providing consistent weather information or does it conflict with other official weather sources?

Are the CWSU meteorologists clarifying and eliminating inconsistent weather information to assist you in planning?

4.3 Are you satisfied with the service you receive from the CWSU? Yes No

4.4 What services from the CWSU best serve your needs?

4.5 What services from your CWSU are least helpful/useful?

4.6 Additional Comments...

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5.0 Element 5 Terminal Support Interview questions for ATCT

Pass Fail

Interviewee

5.1 Are CWSU Meteorologists anticipating your needs? Yes No

Are the CWSU meteorologists aware of ATCT concerns and changing needs?

Do the CWSU meteorologists proactively provide weather information in an effort to assist you in planning?

5.2 Are you receiving consistent weather information? Yes No

Are the meteorologists providing consistent weather information or does it conflict with other official weather sources?

Are the CWSU meteorologists clarifying and eliminating inconsistent weather information to assist you?

5.3 Are you satisfied with the service you receive from the CWSU? Yes No

5.4 What services from the CWSU best serve your needs?

5.5 What services from your CWSU are least helpful/useful?

5.6 Additional Comments...

6.0 Element 6 CWSU Products

Pass Fail

6.1 CWAs

6.1.1 Are CWAs clear and concise? Yes No

6.1.2 Are CWAs in the proper format? Yes No

6.2 MISs

6.2.1 Are MISs clear and concise? Yes No

6.2.2 Are MISs in the proper format? Yes No

6.3 CWSU Operations in accordance with IA/SOW and local agreements? Yes No

CWAs

MISs

Briefings

6.4 CWSU Operations in accordance with 10-803? Yes No

CWAs

MISs

Briefings