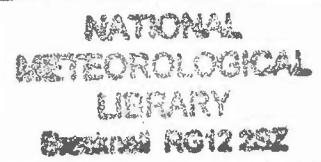


DUPLICATE ALSO



HADLEY CENTRE TECHNICAL NOTE NO. 11

DIGITIZATION OF METFORM DATA AND CONVERSION TO
FLATFILE INTEGER FORMAT

By

M.Jackson

October 1999

Hadley Centre for Climate Prediction and Research
Meteorological Office
London Road
Bracknell
Berkshire RG12 2SY

NOTE: This paper has not been published. Permission to quote
from it should be obtained from the Director of the
Hadley Centre.

© Crown Copyright 1999

Digitization of Metform data And Conversion to Flatfile Integer Format

M Jackson

October 1999

Unkeyed data for the period 1920 to 1939 were found on "Metforms" in the U.K. Met Office Archive. Part of these data with sheet numbers 30001 through 42999A containing data for the period 1935 to 1939 were digitized by Atlantic Data Services Ltd., Blandford, Dorset, between January and April 1996 at a cost of £50,000 (around 10p per record). A total of 478,796 records were keyed - 20,030 header records and 458,766 data records. This article describes how the original records were digitized into EBCDIC, quality controlled and converted to Flatfile format in preparation for later conversion to the U.S. LMR format before merging into COADS.

METFORMS

A Metform is a pre-printed sheet of paper with enough space to allow up to 48 meteorological reports - 4 daily observations for 12 days. Usually only 1 or 2 observations are made each day and often the sheet is only part used. The forms are completed during the ship's voyage and sent to London from Ports of Call. Metforms containing consecutive reports were usually given the same sheet number with an alphabetic character appended e.g. 31426, 31426A, 31426B. Most of the forms are in excellent condition but a very small number (around 150) were found to be unsuitable for keying. Many have additional notes describing severe weather conditions near storms and barograph traces are often included. A marker on the EBCDIC record will indicate that additional manuscript notes are available in the Archive. A copy of the Metform can be seen in Appendix 2.

DIGITIZATION

The Metforms are part of the National Archive and as such are not allowed away from official premises. However, the Met Office Librarian agreed that for the purpose of digitization the documents could be sent to Atlantic Data Services in small batches. A copy of the contract to digitize the records can be found in Appendix 7. There were a total of 104 boxes of documents to be transferred and it was agreed that up to 10 boxes could be transferred at any one time. Atlantic Data Services transport would collect 10 boxes on each visit. The data would be keyed at their Offices in Blandford and the resulting tapes and the 10 boxes returned when the next batch of documents were collected. When the tapes were received at the Met Office Archives they were transferred to the Computer Room prior to transferring the data to disk on COSMOS. The tapes were later returned to Atlantic Data Services.

The following quality control checks were made by Atlantic Data Services as the data were keyed.

1. Directions for surface wind, wind waves and swell waves were restricted to:
000-360, one of the standard 32 compass points (N/E, NNE, NE, etc), CONF (confused), VAR (variable) and CALM.
2. Time was accepted on the 24-hour clock - 00 to 24.
3. Date was checked against a system calendar for acceptable dates.
4. Latitude values were accepted in degrees and minutes from 0 through 90 degrees.
5. Longitude values were accepted in degrees and minutes from 0 through 180 degrees.
6. Quadrant values for Latitude and Longitude could only be keyed as N, S, E, or W.
7. To reduce keystrokes the Day of the Week was not keyed but calculated from the reported date. Unfortunately this prevented a later comparison of Day of the Week against Date for quality control purposes.

Atlantic Data Services used a contract programmer to design quality control for their systems. A better QC package could have been created if more time had been available for discussion. It would also have improved the quality of the data if the records could have been keyed twice but, with the financial constraint this was not possible.

A keying format was devised for the data but after around 4,000 records had been keyed it was found that attached thermometer readings were occasionally recorded in degrees Kelvin. A second data format was then created to allow for three digits in all the temperature fields. A second header format was also created at this time to allow for a minor deficiency.

Ship details and weather reports were digitized for each Metform. The ship details were stored in the header record and the weather reports were stored in data records. For each Metform sheet keyed there is one header record and up to 48 weather records. Both header and data records are 150 bytes in length. The header record is prefixed with the indicator '1' and contains information about the ship (Metform number, Ship name, Captain's name, route and height of barometer, etc). Each weather record is prefixed with the indicator '2' and contains one weather observation. Details of the Header Format are given in Appendix 3 and details of the Data Format are given in Appendix 4.

The data were keyed in 81 batches and stored as separate files - MED1.EEMETF01.DATA to MED1.EEMETF81.DATA. The filers have mixed formats and are archived until May 2001. Appendix 5 indicates the format used for each file.

QUALITY CONTROL

For convenience of working, the records were converted to a unified format - Header Format 1 (despite its minor deficiency) and Data Format 2 - shown in Appendix 3 and Appendix 4. They were then concatenated and stored as one large data set of 72Mbytes - MED1.EEMETFRM.DATA2. Quality control programs were written to identify queries/errors in the various fields.

QC Program 1. The Header records were quality controlled and corrected. Reference was made to the original Metform manuscript to correct spelling mistakes and find missing

items. An asterisk was keyed when the value to be keyed could not be understood by the typist. After examining the occasions of asterisks it was clear that only a small number of typists used them and this was usually when say, the Captain's name could not be read. When this was understood most of the illegal characters could be changed without reference to the original observation, but the manuscript was referred to when necessary. Header records were manually created for Metforms, which were not keyed. But in these cases no weather reports followed. The data were stored in MED1.EEMETFRM.DATA3. (See Appendix 1)

QC Program 2. Illegal characters in the digitized weather records were found and corrected. Illegal characters were defined as characters in numeric fields (e.g. Date, Time, Pressure, Temperature fields) or non-acceptable characters in alphanumeric fields. E.g. Wind direction, Weather. Asterisks were also found in these weather records. As each field was checked and quality controlled, the asterisks were examined. These were either removed and the field left blank, changed to the best estimate or corrected after reference to the original manuscript. Asterisks are still likely to be found in fields, which have not been fully checked, e.g. Cloud type and sea and swell reports. The corrected data were archived as MED1.EEMETFRM.DATA4 until 30 June 2001. See Appendix 1.

QC Program 3. Pressure was expected to be keyed in inches of mercury, but after examining the records two types of error were found.

1. In some sequences of reports the inches value was not keyed when the inches value did not change.

E.g.	0000	GMT	29.34	inches was keyed as	2934
	0600	GMT	.56	inches was keyed as	56
	1200	GMT	.89	inches was keyed as	89
	1800	GMT	30.02	inches was keyed as	3002

This keying practice occurred in reports from only a small number of ships and the errors were corrected manually.

2. Pressure was occasionally recorded in whole millibars or millibars and tenths. There was sufficient keying space for the digits when whole millibars were found but when tenths were found and when the pressure was greater than 999.9 millibars the 1,000's digit was ignored. The conversion program used later to create the Flatfile format added 10000 when the value found was less than 500. The pressure-corrected data set was archived as MED1.EEMETFRM.DATA5 (See Appendix 1).

QC Program 4. Quality control tests were made on the time and position parameters. The records within each Metform were quality controlled to ensure that time went forward and that positions were such that the speed between pairs of positions was reasonable (i.e. less than 30 knots). A program to use the reported ships course and speed could not be developed in the time available. Positions reported over land were also examined. Many errors were due to the incorrect quadrant being indicated when the route crossed the equator, meridian or dateline. Others were due to positions given in mixed units - whole degrees, degrees and minutes or minutes given with only one digit. The last case caused the degrees to be misread.

Positions reported with only one digit in the minute field were corrected by program. The program stored in MED1.EEPROGLB.FORM(CORPOS2), see Appendix 1, was used to auto-correct around 2,500 records reporting in this way. The program examined the positions from all the reports from one Metform sheet. If the speed was excessive between

two reports or the position was 'on land' then a zero digit was inserted in the tens position of the minute field. The quality control tests were repeated. If no query was raised then the additional zero was accepted. Otherwise the original observation was used.

After further quality control and examination of the original manuscript another 3,000 records were individually corrected using program CORRECT2, see Appendix 1. The 3,000 records include a small number of second corrections to those records wrongly corrected by CORPOS2. For convenience of storage the corrections were prepared in batches and contained in five files, CORDATA1 to CORDATA5, stored as members of MED1.EEPROGLB.FORM.

The corrections stored in CORDATA1 were used to correct MED1.EEMEFORM.CORR1 to create MED1.EEMETFRM.CORR2.

The corrections stored in CORDATA2 were used to correct MED1.EEMEFORM.CORR2 to create MED1.EEMETFRM.CORR3.

The corrections stored in CORDATA3 were used to correct MED1.EEMEFORM.CORR3 to create MED1.EEMETFRM.CORR4.

The corrections stored in CORDATA4 were used to correct MED1.EEMEFORM.CORR4 to create MED1.EEMETFRM.CORR5.

The corrections stored in CORDATA5 were used to correct MED1.EEMEFORM.CORR5 to create MED1.EEMETFRM.CORR6.

The final corrected data are stored in MED1.EEMETFRM.CORR6.

It was not possible in the time available to correct, absolutely, all the reported positions but it is estimated that there might be up to 1,000 positions which are incorrect by up to 5 degrees of latitude or longitude. None should be 'on land'. If an observation was found to be totally unusable the latitude and longitude were set to 9999 and 99999 respectively.

CONVERSION TO FLATFILE FORMAT

From the final quality controlled EBCDIC data set, a Flatfile version was created, using the program MED1.EEPROGLB.FORM(CREATFT2). Subroutines were used to decode each element and full details will be found as comments within these Fortran routines. Markers have been set in the Flatfile, when applicable, to indicate precision and units used in the original observation. A summary of the routines is given in Appendix 6. A preliminary version containing only date and position was created in March 1999 - MED1.EEMETFRM.FLAT1 and a later version (FLAT3) using the meteorological elements (as listed in Appendix 6) was created in October 1999. These data sets contain 578 Mbytes. The program has not been fully checked and there are known faults in some of the subroutines. Comments on the reliability are shown in the Appendix.

Appendix 9 lists a sample of Flatfiles created from the Metforms and Appendix 8 itemizes the meteorological parameters stored in Flatfile.

From this Flatfile format the records were converted to the Long Marine Record for the incorporation into COADS.

List of Appendices

Appendix 1	Programs and Data Sets
Appendix 2	Photocopy of Metform Sheet number 37267
Appendix 3	Format of Header Records
Appendix 4	Format of Data Records
Appendix 5	Format used in Metform Data Files
Appendix 6	Conversion Subroutines
Appendix 7	Format for Flatfile
Appendix 8	Listing of sample Flatfiles created from Metforms
Appendix 9	Listing of Flatfiles from Metform Sheet number 37267
Appendix 10	Contract awarded to Atlantic Data Services Ltd.

Programs

1. MED1.EEPROGLB.FORM(CORRECT2) to apply corrections stored in CORDATA1 to CORDATA5.
2. MED1.EEPROGLB.FORM(CREATFT2) to convert Metform records to Flatfile records. This file includes all required Subroutines.
3. MED1.EEPROGLB.FORM(CORPOS2) converts minute values in single digits to double digits.

Data Sets

MED1.EEMETF01.DATA to MED1.EEMETF81.DATA - Original keyed data (81 files), archived using the Met Office UABR Facility until May 2001
MED1.EEMETFRM.DATA2 - Concatenated original keyed data. Deleted.
MED1.EEMETFRM.DATA3 - Corrected header records. Deleted.
MED1.EEMETFRM.DATA4 - Illegal characters removed. Archived until June 2001
MED1.EEMETFRM.DATA4.BACK - Backup copy of Illegal characters removed.
Archived until February 2004
MED1.EEMETFRM.DATA5 - Pressure field corrected. Deleted.
MED1.EEPROGLB.FORM(CORDATA1 to CORDATA5) - Corrections for individual numbered reports. Used in conjunction with MED1.EEPROGLB.FORM(CORRECT2) above.
MED1.EEMETFRM.CORR6 - Final quality controlled Metform data, archived using Met Office UABR Facility until October 2004.
MED1.EEMETFRM.CORR6.BACK - Backup of final quality controlled Metform data, archived using Met Office UABR Facility until October 2009.
MED1.EEMETFRM.FLAT1.DISK - Early version of Flatfile data set (March 1999), archived using Met Office UABR Facility until July 2004.
MED1.EEMETFRM.FLAT1.BACK - Backup of early version of Flatfile data set (March 1999), archived using Met Office UABR Facility until October 2009.
MED1.EEMETFRM.FLAT2.DISK - Second version of Flatfile data set (June 1999), archived using Met Office UABR Facility until July 2004.
MED1.EEMETFRM.FLAT2.BACK - Backup of second version of Flatfile data set (June 1999), archived using Met Office UABR Facility until October 2009.
MED1.EEMETFRM.FLAT3 - Third (but incomplete) version of Flatfile data set (October 1999), archived using Met Office UABR Facility until July 2009.
The examples shown in Appendix 9 are printed from this data set.

Appendix 2

Photocopy of Metform

SYNCHRONIZED WEATHER OBSERVATIONS OVER ALL OCEANS.

OCEAN CURRENT OBSERVATIONS.

(Rig and Steam or Motor)

Address to which acknowledgment for this report and the Marine Observer may be sent.

6 P.S.N.C. CANADA DOCKS LIVERPOOL

motor

Ship. LOSADA

Captain. M. ARMSTRONG, D.S.O.

Voyage—From COLOMBO.

to LIVERPOOL.

Year 1927		Ship's Position, Course and Speed				Wind at time of observation		Barometer		Temperatures		Weather		Cloud Types and Amount				Sea		Swell		REMARKS		Information relating to duration of phenomena.	Year	Position		Set Direction		Drift Nautical Miles	Remarks				
Month	Day	Latitude	Longitude	True	Course	Average Speed in miles per hour	Direction	Force	Uncorrected reading	Atmospheric Pressure at Sea Level	Tendency of Barometer	Air	Sea Surface	At time of observation	Past Weather	Type	Lower Cloud	Middle Cloud	Upper Cloud	Total Clouded tenth	Direction True	Amnt. by Douglas Scale	Direction True	Amnt. by Douglas Scale	From	To	From	To	From	To					
Hour		N.	W.																																
May.	19	06	12	12	12	12	12	12	12	84	29.77	Steady.	82	83	C	C	8	cu	3.	-	cu	7.	ESE	3.	-	-									
May.	20	06	12	12	12	12	12	12	12	83	29.81	Steady.	82	88	O	C	8	cu	5.	-	ci	9.	ESE	3.	-	-									
May.	21	06	12	12	12	12	12	12	12	78	29.92	Rising slowly.	74	80	OR.	00	6	cu	st.	10	-	-	10.	NE	8.	-	-								
May.	22	06	12	12	12	12	12	12	12	78	29.99	Steady.	75	76	bc	c	6	cu	1	a-cu	ci	4	-	-	N	1.									
May.	23	06	12	12	12	12	12	12	12	80	30.02	Steady.	78	79	C	C	8	cu	5	a-st	ci	7.	SE	S	1.	E	1.								
May.	24	06	12	12	12	12	12	12	12	78	30.00	Steady.	73	77	pe	pe	8	st	cu	8	-	-	8.	EKN	1.	-	9.								
May.	25	06	12	12	12	12	12	12	12	77	29.99	Steady.	75	76	bc	c	6	cu	1	a-cu	ci	4	-	-	N	1.									
May.	26	06	12	12	12	12	12	12	12	74	30.04	Steady.	72	72	C	O	7	cu	4	a-cu	ci	7.	-	-	N	1.									
May.	27	06	12	12	12	12	12	12	12	74	30.02	Steady.	70	70	O	O	8	cu	2	-	ci	8.	NW	2.	N	4.									
May.	28	06	12	12	12	12	12	12	12	74	29.97	Steady.	70	69	bc	bc	9	cu	2	-	-	2	NW	2.	NW	4.									
May.	29	06	12	12	12	12	12	12	12	73	29.97	Steady.	73	68	bc	c	8	cu	2	a-cu	ci	4	-	-	NW	2.	NE	7.							
May.	30	06	12	12	12	12	12	12	12	71	68	O	C	8	st	7	a-st	-	9.	SSW	3.	E	4.												
May.	31	06	12	12	12	12	12	12	12	66	66	O	C	8	cu	7	a-st	-	9.	S	4.	SE	1.												

* For Instructions for correcting the barometer, see Marine Observer's Handbook, 5th Edition.

† See Marine Observer's Handbook, 5th Edition.

Was the speed measured by Log or Revolutions? LOG

State of Loading, Light or Deep? DEEP

Was the Propeller immersed? YES

General Remarks as to reliance which may be placed on observations:

1. Current Register
2. Wind and Current Register
3. Current Register and Current Velocity
4. Current Velocity
5. Current Velocity
6. Current Velocity
7. Wind and Current Register
8. Wind and Current Register
9. Wind and Current Register
10. Wind and Current Register

37267

Was the speed measured by Log or Revolutions? LOG
 State of Loading, Light or Deep? DEEP Was the Propeller immersed? YES
 General Remarks as to reliance which may be placed on observations:

Additional Remarks.

It is requested that remarks upon interesting experiences and full descriptions of phenomena, etc., should be entered in this space with a view to publication in "The Marine Observer".

Particulars of Instruments:—(Please write word Ship in each case where not M.O.)

Barometer, (Mercury or Aneroid)?: Revolving. Error? { Too High { 29.09 ins. } at 29.09 ins.
 Maker of Instrument and No. (if any) Chadburn, No. 467. Height above Sea Level...400 ft.

Numbers and Description of other Instruments—..... Thermometer, bar. Cansille, Duct Sheath, Disperser,

Requirements for next voyage may, with advantage, be notified direct to the appropriate Port Meteorological Officer or Merchant Navy Agent. See list in "Marine Observer."

The observations recorded herein have been carefully made, and the Register, Form 138 attached, contains a true record of the coded messages sent by W.T. together with particulars of communication.

(If not a Selected Ship, cross out words in italics).

Date June 1st 1937.

Form 911

AIR MINISTRY,
METEOROLOGICAL OFFICE, LONDON.

SHIP'S METEOROLOGICAL RECORD OF SYNCHRONIZED OBSERVATIONS.

Captains of ships in the list of regular voluntary observing ships in "The Marine Observer", who are not detailed for keeping a meteorological log, are requested to have the necessary observations made and entered on this form.

It is desired that in observing ships which have two officers in each watch, observations should be recorded at all four times each day; but when there is only one officer in a watch, the observations should be made and recorded only at the times which fall in daylight.

These synchronized weather observations made at Greenwich Mean Time in all parts of the world, at times agreed to internationally, are desired for synoptic charts and many other purposes.

On completion of each voyage, or at intervals of not more than two months, these forms should be folded and returned to the address herein. Postage from ports in Great Britain, Northern Ireland, and the Irish Free State need not be prepaid. Postage incurred from ports abroad will be refunded upon request.

Copies of "The Marine Observer" are sent to all ships on the list regularly contributing observations on these forms, and the necessary blank forms are sent with "The Marine Observer" or Supplement monthly.

As a check on the Barometer, the test card (Blue postcard) should be completed and sent in every three months if Form 906 has not been renewed by the Port Meteorological Officer or Agent during that period.

Full instructions as to observation and keeping these records are given in the 5TH EDITION OF THE MARINE OBSERVER'S HANDBOOK.

METEOROLOGICAL OFFICE, AIR MINISTRY, W.C.2.

1st MAY, 1930.

LONDON, W.C.2.

Kingsway,

Air Ministry,

Meteorological Office (M.O.I.).

The Director,

ON HIS MAJESTY'S SERVICE.

LETTERS TO INDICATE THE STATE OF THE WEATHER.

- b Blue sky (less than a quarter covered). o Overcast sky (whole sky covered)
- bc Sky partly cloudy (between one quarter and three quarters covered). p Passing showers,
- c Generally cloudy (more than three quarters covered). q Squalls.
- d Drizzle, or fine rain. r Hail.
- e Wet air without rain falling. rs Sheet, i.e., rain and snow together.
- f Fog. s Snow.
- fe Wet fog. t Thunder.
- g Hail.
- kg Line squall.
- l Lightning.
- m Mist.

FOG AND VISIBILITY SCALE.

0 Dense fog.	Objects not visible at 50 yards.
1 Thick fog.	" " " " 50 yards.
2 Fog.	" " " " 2 cables.
3 Moderate fog.	" " " " 5 miles.
4 Mist or haze, or very poor visibility.	" " " " 1 mile.
5 Poor visibility.	" " " " 1 mile.
6 Moderate visibility.	" " " " 2 miles.
7 Good visibility.	" " " " 10 ..
8 Very good visibility.	" " " " 30 ..
9 Excellent visibility.	Objects visible more than 30 miles.

DOUGLAS SEA AND SWELL SCALES SEPARATELY.

SEA SCALE.	SWELL SCALE.
Scale No.	Description.
0	Calm.
1	Smooth.
2	Slight.
3	Moderate.
4	Rough.
5	Very rough.
6	High.
7	Very high.
8	Precipitous.
9	Confused.
0	No Swell.
1	Low swell, short or average length.
2	Moderate swell, short.
3	Moderate swell, average length.
4	Moderate swell, long.
5	Heavy swell, short.
6	Heavy swell, average length.
7	Heavy swell, long.
8	Confused.

Great care should be taken to enter into their proper columns the scale number and direction of Sea and Swell separately.

Appendix 3

Format for Header Records

Format 1	Format 2	Type of Data	Description of Entries
Column Numbers			
1	1	Record Type	1
2 - 6	2 - 6	} Sheet Number	{33001 to 43000
7	7	}	{Blank, A, B, or C etc
8 - 14	8 - 14	Ship Type	Steam, etc
15 - 34	15 - 34	Ship Name	
35 - 54	35 - 54	Captain's name	
55 - 74	55 - 74	Voyage from	
75 - 94	75 - 94	Voyage to	
95 - 97	95 - 97	Measurement by	Log or revolutions
98 -102	98 -102	Loading	Light or Deep
103	103	Propeller immersed	Yes or No
104 -106	104 -106	Barometer	MERcury or ANeroid
107		Not used	
108 -112	107 -111	Bar error too High	
113 -117	112 -116	Bar error too Low	
118 -122	117 -121	at Barometer reading	
123 -127	122 -126	Height of barometer	
128 -129	127 -128	Day }	
130 -131	129 -130	Month } of barometer check	
132 -135	131 -134	Year }	
136 -150	135 -150	Not used	

Format for Data Records

Format	Format			
1	2			
Column Numbers		Type of Data		Description of Entries
1	1	NAO Record Type		2
2 - 6	2 - 6	AO } Sheet Number		{33001 to 43000
	7	AO }		{Blank, A, B, or C etc
8 - 9	8 - 9	NAO Year		35 to 39
10 - 11	10 - 11	NO Month		01 to 12
12 - 13	12 - 13	NO Day of Month		01 to 31
14 - 16	14 - 16	NO Day of Week		MON to SUN
17 - 18	17 - 18	NO Hour		00 to 24
19 - 22	19 - 22	NO Latitude		000 to 900
	23	AO Hemisphere		N or S
24 - 28	24 - 28	NO Longitude		0000 to 1800
	29	AO Hemisphere		E or W
30 - 33	30 - 33	NAR Course		000 to 360
34 - 35	34 - 35	NR Speed		00 to 99
36 - 39	36 - 39	NAR Wind Direction		N to N/W, 000 to 360, CALM or
VAR				
40 - 42	40 - 42	NR Wind Force		0 to 012 or ./.
43 - 46	43 - 46	NR Pressure as read		0-520, 2700-3200 or 9800-9999 mb/in
47 - 48	47 - 49	N Attached thermometer		-5 to 99 (ie degs C and F)
49 - 52	50 - 53	N Pressure true		0-520, 2700-3200 or 9800-9999 mb/in
53 - 54	54 - 56	N Air Temperature		-20 to 99 (ie degs C and F)
55 - 56	57 - 59	N Sea Temperature		-2 to 99 (ie degs C and F)
57 - 59	60 - 62	NA Present weather		Alpha or 0 to 9
60 - 62	63 - 65	NA Past Weather		Alpha or 0 to 9
63 - 65	66 - 68	N Visibility		0 to 9 or ./.
66 - 69	69 - 72	A Low Cloud type		Alpha
70 - 71	73 - 74	N Amount of Low Cloud		0 to 10
72 - 75	75 - 78	A Middle Cloud Type		Alpha
76 - 79	79 - 82	A Upper Cloud Type		Alpha
80 - 81	83 - 84	N Total Cloud Amount		0 to 10
82 - 85	85 - 88	A Sea Wave Direction		N to N/W, CALM, VAR or CONF
86 - 88	89 - 91	N Sea Wave Amount		0 to 9 or ./.
89 - 92	92 - 95	A Swell Wave Direction		N to N/W, CALM, VAR or CONF
93 - 95	96 - 98	N Swell Wave Amount		0 to 9 or ./.
	96	N Remark Indicator		1
97 -150	100 -150			Not Used

./. - a report in a range. E.g. Wind force 4/5 means force estimated between force 4 and 5.

N - Numeric Characters	}	These descriptions are only an indication of how the field may be formatted. They should not be relied upon.
A - Alphabetic Characters	}	
R - Right Adjusted	}	
L - Left Adjusted	}	
O - Value fills the field	}	

Appendix 5

Formats used in Metform Data Files

The manuscript records were digitized onto files MED1.EEMETF01.DATA to MED.EEMETF81.DATA using the following formats.

	Header Format 1	Header Format 2	Header Format 1	Header Format 2
EEMETF01.DATA	X	-	X	-
EEMETF02.DATA	-	X	X	-
EEMETF03.DATA }				
To }	X	-	-	X
EEMETF81.DATA }				

All subsequent concatenated and manipulated data sets were formatted as:

X - - X

Conversion Subroutines

The meteorological elements are each converted from EBCDIC to integer format for inclusion in the Flatfile. The subroutine used is shown and a short description of the process is given. The main program and all the subroutines are stored as one module in: MED1.EEPROGLB.FORM(CREATFT2).

The subroutine READ is an enhanced Fortran read subroutine, which returns -32768 if the field is blank and returns two values if the field contains /

Year, Month Day and Time: Uses READ. 1900 is added to the year, otherwise no conversion is necessary.

Latitude and Longitude: Uses LATCON and LONCON. Converts to minutes for the Flatfile. The sign is changed to negative when hemisphere S or W is found. If invalid positions (i.e. -32768 or 99999) are found the record is not copied to the Flatfile record.

Ship's Course: Subroutine SHPCOR. Converts the ship's course in degrees to a single digit:

Crse degs:	0	023-067	068-112	113-157	158-202	203-247	248-292	293-337	338-022
Code:	0	1	2	3	4	5	6	7	8

The results using this subroutine have not been fully checked.

Ship's Speed: Subroutine SHPSPD. Converts ship's speed from knots to a single digit:

Speed kts:	0	1 - 3	4 - 6	7 - 9	10 - 12	13 - 15	16 - 18	19 - 21	22 - 24	>24
Code:	0	1	2	3	4	5	6	7	8	9

The results using this subroutine have not been fully checked.

Surface Wind, Sea and Swell Wave Direction: Subroutine COMCON. Converts direction to 360-point compass. The input is either 32 character compass direction or degrees in 36-point compass.

360-point compass = 32-point compass * 360/32

CONF (confused), VAR (variable) and CALM are accepted. Confused and Variable are set to 990 (Standard MDB code). Calm is set to 0.

Markers - Flatfile item 93 - set when a surface wind direction report is found.

Markers - Flatfile item 138 - set when a sea or swell wave direction report is found.

The results for Sea and Swell conversion have not been fully checked.

Wind Force: Subroutine F2SPD. Converts Beaufort force to knots.

Force:	0	1	2	3	4	5	6	7	8	9	10	11	12
Speed kts:	0	2	5	9	13	19	24	30	37	44	51	59	64

If two force values are found (e.g. 1/2) then the speed is stored as the average value rounded up (e.g. 4 knots).

Sea Level Pressure: Subroutine MSPL. Converts pressure in inches or whole millibars to millibars and tenths. The subroutine allows for the missing 1000 millibar value. 10000 is added if the value as read is less than 500. If the value as found is outside normal limits, the Flatfile is set to -32768. No use was made of the Pressure value as read and the attached thermometer reading.

Marker - Flatfile item 137 - is set to show when the units were not originally in millibars.

Marker - Flatfile item 108 - is set to show when the pressure was measured in whole units.

Air and Sea Temperature: Subroutine TEMP2C. Converts temperature in whole degrees Fahrenheit or Fahrenheit and tenths to Centigrade degrees and tenths.

Marker - item Flatfile item 102 - is set to show that the Air Temperature was measured in Fahrenheit.

Marker - Flatfile item 107 - is set to show that the Sea Temperature was measured in Fahrenheit.

Marker - Flatfile item 99 - is set to show that the Air Temperature was measured in whole degrees.

Marker - Flatfile item 105 - is set to show that the Sea Temperature was measured in whole degrees.

Present and Past Weather: Subroutine WX2CD. Converts Present and Past Weather character values to modern 2 digit code. This routine has not been fully developed.

Visibility: Subroutine VISIBL. Converts visibility to decametres.

Code: 0 1 2 3 4 5 6 7 8 9

Visibility Decs: 0 5 20 50 100 200 400 1000 2000 5000

If two visibility values are found (e.g. 1/2) then the average value rounded up (e.g. 13 decametres) is stored in the Flatfile record. This routine has not been fully developed.

Total Cloud amount and amount of Low Cloud: Subroutine TEN28T. Converts tenths to oktas.

Tenths: 0 1 2 3 4 5 6 7 8 9 10

Oktas: 0 1 2 2 3 4 5 6 6 7 8

Marker - Flatfile item 135 - is set to show that cloud amount was originally measured in tenths.

Type of Low Cloud: Subroutine LOWCLD. To converts low cloud type to modern digit code. This routine has not bee fully developed.

Type of Medium Cloud: Subroutine MEDCLD. To converts medium cloud type to modern digit code. This routine has not bee fully developed.

Type of High Cloud: Subroutine GHCLD. To converts high cloud type to modern digit code. This routine has not bee fully developed.

Sheet Number: Subroutine LOGNUM. Converts sheet number to integer*10 to allow for character suffix. E.g. 12345 converts to 123450, 12345A to 123451 and 12345B to 123452. 12345I converts to 123459. Suffixes after this remain as 123459. However suffixes beyond G have not been found.

Subroutines which are believed to contain errors.

Ship's Course and Speed

Present and Past Weather

Visibility

Types of Low, Medium and High Cloud

Sea Swell direction and amount

Elements which have not been copied to the Flatfile format.

Pressure as read

Attached Thermometer

Amount of sea wave

Amount of swell wave

Format for Flatfile

Item Description

Number

1. Month
2. Year
3. Day
4. Hour
5. Latitude
6. Longitude
7. Wind Direction
8. Wind Speed
9. Present Weather
10. Past Weather
11. Total amount of Cloud
12. Type of Low Cloud
13. Type of Medium Cloud
14. Type of High Cloud
15. Amount of Low Cloud
16. Height of Low Cloud
17. Visibility
18. Dry Bulb Temperature
19. Wet Bulb Temperature
20. Dew Point
21. Vapour Pressure
22. Relative Humidity
23. Sea-Level Pressure
24. Sea Surface Temperature

Significant Cloud (Max 4 groups)

- 25.
- to Not used by Metforms
- 36.

Vertical Visibility

37. Not used by Metforms

Visually Observed Wave reports (max 3 groups)

38. 41. 44. Direction
39. 42. 45. Period (Half seconds)
40. 43. 46. Height (Half metres)

Ship Identification

47. UK Series Number or Country of Origin i.e. 216 for Metforms
48. Ship, Logbook or Metform sheet.

Markers

49.
to Not used by Metforms
51.

Sea Ice

52.
to Not used by Metforms
56.

Miscellaneous reports

57. ds Ship's course
58. vs Ship's speed
59.
to Not used by Metforms
88.

Ship's Time

89.
to Not used by Metforms
92

Indicators – 0(False) or 1(True)

93. Wind Direction converted from 32 point compass.
94. Not used by Metforms
95. Not used by Metforms
96. Not used by Metforms
97. Not used by Metforms
98. Not used by Metforms
99. Air Temperature (dry) measured in whole degrees
100. Not used by Metforms
101. Not used by Metforms
102. Air Temperature originally in degrees Fahrenheit
103. Not used by Metforms
104. Not used by Metforms
105. Sea Temperature measured in whole degrees
106. Not used by Metforms
107. Sea Temperature originally in degrees Fahrenheit
108. Pressure reported in whole units (mm or mbs)

Quality Control Flags

109.
to Not used by Metforms
124.

Markers (expanded from item 50)

- 125. to Not used by Metforms
- 134.
- 135. Cloud amount originally in tenths
- 136. Not used by Metforms
- 137. Pressure known not to be measured by barometer, not calibrated in millibars or from barograph
- 138. Sea and Swell not originally in 36 point compass
- 139. Not used by Metforms
- 140. Sea and Swell reports originally in units other than half metres and seconds codes.
- 141.
- to Not used by Metforms
- 156.
- 157.
- to NCARD - Not used by Metforms
- 181.
- 182. Non-matching indicators – Not used in Metforms
- 183.
- to Metform in EBCDIC (see Appendix 4)
- 220.
- 221.
- to Not used by Metforms
- 312.

Ship identifiers

- 313 Metform Number
- 314 Set to blank
- 315 Set to blank

Appendix 8

Listing of sample Flatfiles created from Metforms

The sequential record number is shown. The items shown are the first 156 items from the basic Flatfile record. The decoded values from the Card Image (in items 157 to 181) and Non-matching indicators (in item 182) are not used in Metforms and are not shown. The Metform EBCDIC image is shown after CARD : This is 99 characters long with + indicating a blank column. The Metform identifiers are shown after SHIP : i.e. Sheet number and blank Call Sign (printed as Hex 40).

CARD :233001+350824SAT124930N00521W242+13N+++4++2995+672992+66+++0++OV+7++STCU10++++++10N+++3++WNW+3+++
SHIP : 330010 40404040 40404040

CARD : 233001+350827TUE064233N02302W242+13W+++++3030+703023+68+69OCDOD+6++STCU10++++++10W+++2++*+++4+++
SHIP : 330010 40404040 40404040

CARD : 233019+350831ST121854N03930E150+13N/E+1++2965+962962+93+86Z++B++6++STCU09++++++090+++1++++++
SHTP : 330190 40404040 40404040

RECORD NUMBER: 1005

8	1935	31	18	178	402	0	0	5	5
7	8	-32768	-32768	7	-32768	400	317	-32768	-32768
-32768	-32768	10024	317	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	0	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	216	330190	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	3	5	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	1	-32768	-32768	-32768	-32768	-32768	1	-32768
-32768	1	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
CARD : 233019+350831SAT181745N04011E145+130++0++2961+912960+89+89Z++Z++6++STCU09++++++090+++0++++++									
SHIP : 330190 40404040 40404040									
9	1935	1	0	167	409	0	0	5	5
7	8	-32768	-32768	7	-32768	400	317	-32768	-32768
-32768	-32768	10020	300	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	0	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	216	330191	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	3	5	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	1	-32768	-32768	-32768	-32768	-32768	1	-32768
-32768	1	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
CARD : 233019A350901SUN001640N04055E147+130++0++2961+922959+89+86Z++Z++6++STCU09++++++090+++0+++++0+++									
SHIP : 330191 40404040 40404040									
9	1935	1	12	145	424	315	2	0	5
0	-32768	-32768	7	0	-32768	2000	333	-32768	-32768
-32768	-32768	10017	311	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	0	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	216	330191	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	3	5	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	1	-32768	-32768	-32768	-32768	-32768	1	-32768
-32768	1	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
CARD : 233019A350901SUN121432N04224E144+13NW++1++2961+952958+92+88B++Z++8+++++00+++++CIST030+++1+++++0+++									
SHIP : 330191 40404040 40404040									

RECORD NUMBER: 1188

CARD : 233024+350917TUE005135N02008W269+13NW++6++9947+290997+56+59BC+BC+8++CU++050+++0+++05NW++5++WNW+4++1
SHIP : 330240 40404040 40404040

SHIR : 550240 40404040 40404040

RECORD NUMBER: 1227
10 1935

CARD : 233024A351004FRI185148N02107W089+15N/W+4++0125+281015+53+570++C++8++STCU10++++++1ON/W+3+NNE+5+++
SHIP : 330241 40404040 40404040

9 1935

CARD : 233224+350923MON121140N02422W+20715W++++33003081298884+80+B++CQ+++8CU++01++++CI++02W++++2NE+++1+
SHIP : 332240 40404040 40404040

RECORD NUMBER: 111000

CARD : 235380A360623TUE121614N06006E+07716SW+++70028301999781+78+OZ+OZ+++8++++00+++CIST10SW+++7SW+++7+
SHIP : 353801 40404040 40404040

SHIP : 353801 40404040 40404040

RECORD NUMBER: 111002

CARD : 235380A360624WED001659N06326E+07716WSW+++70042302001183+++CZ+CQ+++7++++00AC++++++09WSW+++7SW/W++71
SHIP : 353801 40404040 40404040

1910 1911 1912 1913 1914 1915 1916 1917

RECORD NUMBER: 111006
6 1936

CARD : 235380A360626FR1061642N07258E+17016WSW+++70061300003281+81+OPQOPQ+6NB++10++++++10WSW+++7WSW+++81
SHTP : 353801 40404040 40404040

Listing of Flatfiles created from Metform Sheet number 37267 (shown in Appendix 2)

The sequential record number is shown. The items shown are the first 156 items from the basic Flatfile record. The decoded values from the Card Image (in items 157 to 181) and Non-matching indicators (in item 182) are not used in Metforms and are not shown. The Metform EBCDIC image is shown after CARD : This is 99 characters long with + indicating a blank column. The Metform identifiers are shown after SHIP : i.e. Sheet number and blank Call Sign (printed as Hex 40).

RECORD NUMBER: 200145

CARD : 237267+370519WED181255N07511W+056+8ENE+++52995084297782+83+C++C+++8CU++03+++CICI07ENE+++3++++++
SHIP : 372670 40404040 40404040

GRANT NUMBER: 10103103 10103103

RECORD NUMBER: 200146
5 1937

CARD : 237267+370520THU18155N07230W+059+8ESE+++52998083298182+83+O++C+++8CU++05++++CICIO9ESE+++3++++++
SHIP : 372670 40404040 40404040

SH1F : 372870 40404040 40404040

RECORD NUMBER: 200147
5 1837

CARD : 237267+370521FRI121657N06929W+060+8NE+++53008299299274+80+OR+OQ+++6CUST10++++++1ONE+++3++++++
SHIP : 372670 40404040 40404040

RECORD NUMBER: 200148

5	1937	23	12	208	-653	146	2	0	0
4	3	2	7	4	-32768	2000	256	-32768	-32768
-32768	-32768	10166	261	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	146	-32768	-32768
90	-32768	-32768	-32768	-32768	-32768	-32768	216	372670	-32768
-32768	-32768	-32768	-32768	-32768	-32768	1	3	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	1	-32768	-32768	-32768	-32768	1	-32768	-32768
-32768	1	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	1	-32768	1	1	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768

CARD : 237267+370523SUN122045N06519W+041+9SE/S++13017080300278+79+C++C++++8CUNB05AS++CIST07SE/S++1E+++++1+

SHIP : 372670 40404040 40404040

RECORD NUMBER: 200149

5	1937	24	12	234	-625	79	5	80	80
6	8	-32768	-32768	6	-32768	2000	228	-32768	-32768
-32768	-32768	10159	250	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	79	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	216	372670	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	1	3	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	1	-32768	-32768	-32768	-32768	1	-32768	-32768
-32768	1	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768

CARD : 237267+370524MON122325N06232W+044+9E/N++23014078300073+77+PC+PC+++8STCU08++++++08E/N++1+++++9+

SHIP : 372670 40404040 40404040

RECORD NUMBER: 200150

5	1937	25	12	264	-599	0	0	0	0
1	2	3	1	1	-32768	400	239	-32768	-32768
-32768	-32768	10156	244	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
360	-32768	-32768	-32768	-32768	-32768	216	372670	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	1	3	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	1	-32768	-32768	-32768	-32768	1	-32768	-32768
-32768	1	-32768	-32768	1	-32768	1	0	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	1	-32768	1	1	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768
-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768	-32768

CARD : 237267+370525TUE122624N05952W+043+9++0++03013077299975+76+BC+C+++6CU++01AC++CI++04+++++N+++++1+

SHIP : 372670 40404040 40404040

RECORD NUMBER: 200151

CARD : 237267+370526WED122909N05644W+043+9++0++03016074300472+72+C++O++++7CUST04AC++CI++07++++++N+++++1+
SHIP : 372670 40404040 40404040

SHILL VENGE 10101010 10101010

RECORD NUMBER: 200152
6 1833

CARD :237267+370527THU123150N05346W+046+9NW/W++33013074300270+70+0++0+++8CU++02+++CIST08NW++++2N+++++4+
SHIP :372670 40404040 40404040

RECORD NUMBER: 200153

CARD : 237267+370528FRI123405N05038W+048+9NW+++23008074299770+69+BC+BC+++9CU++02++++++02NW+++2NW+++4+
SHIP : 372670 40404040 40404040

RECORD NUMBER: 200154

CARD : 237267+370529SAT123637N04713W+048+9WNW++23007072299773+68+BC+C+++8CU++02AC++CICU04WNW++2NE+++7+

SHIP : 372670 40404040 40404040

RECORD NUMBER: 200155

CARD : 237267+370530SUN123916N0434.3W+052+9SSW++43010073300171+68+Q++C+++8STCL07AS+++++09SSW++3E+++++4+

SHTP : 372670 40404040 40404040

RECORD NUMBER: 200156

CARD : 237267+370531MON124130N03928W+05410S+++++53010070300266+66+O++C++++8CLICL07AS+++++09S++++4SE++++1+

SHTP : 372670 40404040 40404040

Appendix 10

Contract awarded to Atlantic Data Services Ltd.

Requirement for a contract to key marine meteorological data to a computer format.

1. Introduction.

1.1 Large amounts of previously unkeyed meteorological data from merchant ships for the period 1935 to 1939 have been found in the Met Office Archives at Scott House, Bracknell. Approximately 20,000 sheets (50m characters) containing meteorological observations are required to be keyed.

2. Data Keying Requirements.

2.1 The observations are to be transcribed to computer compatible data. It will not be necessary to re-key (verify) these data. The contractor should state the ability of the Company to transcribe these data and should quote the price for data entry program set-up and the all-in price in terms of 1,000 key depressions.

2.2 Data entry programs are required to perform quality control (as described in Appendix IV) and reformat the data to an agreed pattern. The QC limits listed in Appendix IV check values within a field. The contractor should state whether or not the data transcription system to be used will allow quality control routines to make validation checks between records. eg sequential date checks. Maintenance of these programs and occasional amendments detailed by the Met Office shall be the responsibility of the contractor.

3. Description of data to be provided for keying.

3.1 The data are held by the Met Office under the terms of the Public Record Act (1958) and are irreplaceable. These records must therefore be treated with utmost care. They must never be marked in any way and only pencils (never pens) should be used in the vicinity of these records.

3.2 There are 80 cardboard boxes of data and around 250 sheets are stored in each box. The sheets to be keyed are numbered from 33000 to 42999. Additional sheets have been numbered between existing numbers eg 34576, 34576A, 34576B, 34577 etc. The full total is estimated to be 20,000 sheets. Each sheet can contain up to 48 observations but between 20 and 30 is the usual range. Each observation is made up of 96 characters which gives approximately 50m key depressions.

3.3 An example of the Metform F911 is given in Appendix I. All the forms have the same format. The example has been reduced in photocopying from A2 to A4 size.

3.4 Data from both sides of the form is required for the "header" record, but the observational data is found on one side

only.

3.5 Appendix II describes the required format of the header.

3.6 Appendix III describes the required format of each observation.

4. Data Courier Service.

4.1 The contractor will be responsible for the safe and secure transport of these archive data to and from their offices on an agreed timescale.

4.2 The contractor should use his own courier service to collect and return data from the Met Office at agreed weekday times.

4.3 The charges for this courier service should be included in the contract price.

4.4 The contractor must meet the stated security and confidentiality needs of the Met Office.

5. Method of data transcription.

5.1 The contractor will need to write data entry and quality control programs. The quality control program should follow the requirements as set out in Appendix IV.

5.2 The contractor should state the cost of the set up programs required to provide data transcription to the required accuracy, quality and format that these limits require.

5.3 The method of data transcription, the equipment and software to be used must be stated and any changes/amendments agreed with the Met Office prior to implementation.

5.4 Compliance with UK and EC regulations for fast keying areas must be stated. ie Annex to Council Directive 90/270/EEC.

6. Format and quality control changes.

6.1 Occasional changes may be made to the quality control programs. The contractor should state his willingness to accommodate these changes and state any extra charge that may be levied.

6.2 The contractor should undertake completion of such amendments with 4 weeks of receipt of a written request to change.

6.3 The Met Office will need to agree all program changes and examine source code listings and data tests of format/quality control.

7. Accuracy.

7.1 The data sheets contain both alphabetic and numeric characters. Single digit errors are highly significant. Data transcription rates of less than 0.005% are required. This translates to less than 5 errors per 100,000 characters, where a character can be any non-blank alpha numeric character correctly positioned in the output format.

7.2 An illegible or doubtful figure should be transcribed as an asterisk *. The original paper copy should never be marked in any way.

8. Security and confidentiality.

8.1 The work is to be undertaken within the U.K.

8.2 The data are public records and remain the property of the Met Office. They must not be communicated to or held by a third party or to any subcontractor.

8.3 The contractor must confirm that he is accredited with ISO 9000 certification or its equivalent.

8.4 Met Office staff will wish to visit the contractors premises to check conditions.

9. Description of data to be returned to the Met Office.

9.1 The contractor should state his ability to return the computer compatible data on 6250bpi, No Label, IBM compatible, magnetic tape in EBCDIC but other formats (except CD ROM) can be considered.

9.2 The data should be returned as multiple files on a single volume.

9.3 The block size should not be greater than 27,000 bytes.

9.4 The archive paper copy must be returned in the same condition as it was received, in numbered batches consistent with the data sequence on the data media.

10. Time scales for data transcription.

10.1 Weekly data collections will be required.

10.2 Each collection should be completed and returned in 7 days. A reduction in turn round to 10 calendar days is permissible due to Christmas Public Holidays.

10.3 After returning the transcribed data to the Met Office, the contractor should arrange to hold a back up of all data keyed for a minimum of two months. Any additional charge for data recovery

should be stated.

10.4 The task must be completed by the end February 1996.

M.Jackson.
Hadley Centre
H003
x6238/01344-420926

Particulars of Instruments:—(Please write word Sea in each case where not M.O.)

Barometer, (Mercury or Aneroid)? Mercury Error? 1/16 of 1 in.
 Maker of Instrument and No. (if any) John Dyer 11647
 Numbers and Description of other Instruments—Indicated Altimeter—Duty

Requirements for next voyage now, with advances, be notified direct to the appropriate Port Meteorological Officer or Merchant Navy Agent. See lists in

"Marine Observer." The observations recorded herein have been carefully made, and the Register Form 138 attached, contains a true record of the coded messages sent by H.T. together with

particulars of communication.

(If not a Selected Ship, cross out words in italics).

Date July 15, 1938

When and where last compared? 11647, October 26
 Height above sea level 26 ft.

FORM DII.

AIR MINISTRY.
 METEOROLOGICAL OFFICE, LONDON.
 SHIP'S METEOROLOGICAL RECORD OF SYNCHRONIZED OBSERVATION

Captains of ships in the list of regular voluntary observing ships in "The Marine Observer," who are detailed for keeping a meteorological log, are requested to have the necessary observations made and entered in this form.

It is desired that in observing ships which have two officers in each watch, observations should be recorded once at the time which is in light.

These synchronized weather observations made at Greenwich Mean Time in all parts of the world, at intervals of four times each day, but when there is only one officer in a watch, the observations should be made recorded once at the time which is in light.

Copies of "The Marine Observer," are desired for synoptic charts and many other purposes.

On completion of each voyage, or at intervals of not more than two months, these forms should be packed and returned to the address hereon. Postage from ports in Great Britain, Northern Ireland, and the Irish Free State need not be prepaid. Postage incurred from ports abroad will be refunded upon request.

Copies of "The Marine Observer," are sent to all ships on the list regularly contributing observations,

these forms, and the necessary blank forms are sent with "The Marine Observer" or Supplement monthly.

As a check on the barometer, the test card (blue postcard) should be completed and sent in every three months if Form DII has not been renewed by the Port Meteorological Officer or Agent during that period.

Full instructions as to observation and keeping these records are given in the 6th Edition of the Meteorologist's Handbook.

METEOROLOGICAL OFFICE, AIR MINISTRY, W.C.2.

1ST MAY, 1938.

LONDON, W.C.2.

Kingsway,

Air Ministry,

Meteorological Office (M.O.I.).

The Director,

ON HIS MAJESTY'S SERVICE.

FOG AND VISIBILITY SCALE

LETTERS TO INDICATE THE STATE OF THE WEATHER.

b	Dull sky (less than a quarter covered).	e	Overcast sky (whole sky covered with one impervious cloud).	o	Objects not visible.
c	Sky partly cloudy (between one quarter and three quarters covered).	f	Passing showers.	p	Very poor visibility.
d	Generally cloudy (more than three quarters covered).	g	Heavy rain.	q	Moderate visibility.
g	Drizzle, or fine rain.	h	Sleet, i.e., rain and snow together.	r	Good visibility.
i	Fog.	j	Snow.	s	Excellent visibility.
k	Wet fog.	l	Thunder.	t	Objects visible over the horizon.
m	Hail.	u	Thunderstorm.	v	Objects visible over the sea.
n	Lightning.	w	Light, threatening sky.	x	Objects visible over the land.
o	Seas.	y	Very rough seas.	z	Objects visible over the land.
p	Wind.	z	Very high seas.		
q	Clouds.		Violent seas.		
r	Waves.		Extremely violent seas.		
s	Waves.		Violent seas.		
t	Waves.		Extremely violent seas.		
u	Waves.		Violent seas.		
v	Waves.		Extremely violent seas.		
w	Waves.		Violent seas.		
x	Waves.		Extremely violent seas.		
y	Waves.		Violent seas.		
z	Waves.		Extremely violent seas.		

DOUGLAS SEA AND SWELL SCALES SEPARATELY.

SEA SCALE.

SWELL SCALE.

Scale No.	Description.	Scale No.	Description.
0	Calm.	0	No swell.
1	Smooth.	1	Low swell; short or average length.
2	Slight.	2	Low swell; long.
3	Moderate.	3	Moderate swell; short.
4	Rough.	4	Moderate swell; average length.
5	Very rough.	5	Moderate swell; long.
6	Violent.	6	Violent swell; short.
7	Extremely violent.	7	Extremely swell; average length.
8	Violent seas.	8	Violent seas; long.
9	Extremely violent seas.	9	Extremely violent seas; long.

Great care should be taken to enter into their proper columns the scale number and direction of sea and swell respectively.

Appendix II

Header Record for each sheet.

	Field size characters	Field type
From Side I		
Sheet Number	6	A/N
Ship Type	7	A
Ship Name	20	A
Captains Name	20	A
Voyage - From	20	A
- To	20	A
Was the speed measured by log or revolution:	3	A (Log/Rev)
State of Loading - Light or Deep:	5	A (Light/Deep)
Was the propeller immersed:	1	A (Y/N)
General Remarks:	Not required	
From Side II		
Barometer (Mercury or Aneroid):	3	A (Mer/Ane)
Maker of Instruments:	Not required	
Error - Too High:	5	N
- Too Low:	5	N
- at:	5	N
When and where last compared:	Not required	
Height above Sea Level:	5	N
Numbers and description of other instruments:	Not required	
Date (dd/mm/yyyy)	2/2/4	

Appendix III

Meteorological Observations.

Sheet Item Number	Length of field	Alpha and/or Numeric	Description
.	6	A/N	Sheet Number
.	2	N	Year
1	2	N	Month
2	2	N	Day of month
3	3	A/N	Day of week
4	2	N	Hour GMT
Position field course speed field			
4	4	N	Latitude (decimal not keyed)
	1	A	Latitude N or S
5	5	N	Longitude(decimal not keyed)
	1	A	Longitude W or E
7	3	A/N	True Course
8	2	N	Average Speed
Wind field			
9	4	A/N	Direction
10	3	N	Force
Barometer field			
11	4	N	Uncorrected reading (decimal not keyed)
12	2	N	Attached thermometer
13	4	N	True atmospheric pressure (decimal not keyed)
14	Not required		
Temperature			
15	2	N	Air
16	2	N	Sea
Weather			
17	3	A	At the time of observation
18	3	A	Past
Visibility			
19	3	N	Visibility by scale
Cloud			
20	4	A/N	Low - Type
21	2	N	- Amt
22	4	A/N	Middle - Type
23	4	A/N	Upper - Type
24	2	N	Total clouded
Sea			
25	5	A/N	Direction
26	3	N	Amount
Swell			
27	5	A/N	Direction
28	3	N	Amount
Remarks			
29	1	N	Set 1 if Remarks are found.

Total characters: 96

Appendix IV

Range limits of parameters for quality control

Sheet Number: 33000 to 42999. A,B,C,D,E may be added
Year: 1935 to 1939
Month: 1 to 12
Day of month: 1 to 31
Day of week: SUN to SAT or 1 to 7
Hour: 00 to 23
Latitude: 0 to 9000
N or S
Longitude: 0 to 18000
W or E
True course: 0 to 360 degrees or 32 point compass - N, N by E,
 NNE, NNE by E, NE, NE by S etc
Average Speed: 0 to 25

Wind

Direction: As "True course"
Force: 0 to 12 One or two numbers may be given (eg 4/5)

Barometer

Uncorrected reading: 2800 to 3200
Attached thermometer: -5 to 40
True Atmospheric Pressure: 2800 to 3200

Temperature:

Air: -20 to 40
Sea: -5 to 39

Weather:

At time of observation: b,c,f,g,h,l,m,o,p,q,r,s,t,v
Past: As "At time of observation"

Visibility:

0 to 9 or two numbers may be given (eg 4/5)

Cloud:

Low - Type: Cu St Sc Cb Nb
Low - Amt: 0 to 10
Middle - Type: As, Ac
Upper Type: Cs, Ci, Cc
Total Clouded: 0 to 10

Sea:

Direction: As "True Course"
Amount: As "Visibility"

Swell:

Direction: As "True Course"
Amount: As "Visibility"

Remarks:

0 or 1