Professionals for Aviation Study – 2022

Consultant Report

PART 2

"Propose an implementation strategy and plan including the required resource to address the existing gap and future demand at least in the coming ten (10) years (2022-2032)"

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EXECUTIVE SUMMARY

I. In line with the 8 critical elements of ICAO and other industry practices adoption of a common training policy should recognise the following training categories and AIG:

    a. Administrative/General Technical Functions (CE1 to CE5)

    b. Certification, Authorisation and Approvals Functions (CE6)

    c. Personnel Licensing or Competence Assessment (CE6)

    d. Surveillance and AVSEC Quality Control Functions; (CE7) and

    e. Resolution of Safety Issues Functions (CE8)

II. The study lists Global Aviation Training (GAT) courses and Inspector Training System (ITS) Formal Course Profiles. It must be emphasised that the Formal Training Profiles includes several recommended GAT courses.

III. Continuation and advanced training may be State specific but generally, inspectors should complete two specialty or advanced training courses every three years, and recurrent training courses within three to five years. For example, flight operations inspectors should receive recurrent flight training on aircraft supplemented periodically by training in a flight simulation training device.

IV. Recurrent training courses must be provided for each inspector every 36 months, or more often if required, to maintain proficiency in all assigned Inspector Job Tasks.

V. On-the-Job Training (OJT) must be completed during initial training for every Job Task that an Inspector will be authorized to conduct without assistance.

VI. Recommended formal courses to be completed for all inspectors within the next ten years are contained in Table 1.

VII. AIG course profiles are summarized as:

    a. Indoctrination

    b. Basic Aircraft Accident Investigation

    c. Advanced Aircraft Accident Investigation and

    d. OJT

VIII. In the short to medium term there is the need to have some GSI Instructors who have attended the respective courses certified to teach Course 15212001 – Surveillance and Course 15209001 – Resolution of Safety Concerns.

IX. In the medium to long term ICAO should encourage ATOs or interested parties to develop generic versions of "GSI - Surveillance of Service Providers" and "GSI - Resolution of Safety Concerns" as GSI Courses or the BAGASOO Formal Course Standards (suggested curriculum) to develop other relevant courses

X. The full list of Recommended ICAO (GAT) Formal Classroom courses is contained in Table 2. Some of these Formal Classroom Courses may be substituted with their virtual classroom equivalents listed in Table 3 including the following.

    a. Safety Management System

    b. ICAO GSI Ops – 120 hours

    c. ICAO GSI Air– 120 hours

    d. ICAO GSI PEL– 120 hours

    e. 15209001 Resolution of Safety Concerns (RSC) 40 hours

    f. 15212001 Surveillance of Service Providers 56 hours.

XI.   ATOs especially in the AFI region be encouraged to develop courses in OJT Techniques

XII.   Each AFI state should be encouraged to have at least one qualified OJT Instructor for each speciality and in each major Job Function area.

XIII.   In the short to medium term AFI States that have an EI less than the GASP target of 75% should be targeted as priority for support.

XIV.   In addition, the 5 states of the 15 AFI States that have operational restrictions with regard to European airspace but with relatively high EIs should be included among the target priority states. Perhaps the assistance of a European partner be sought in this regard.

XV.   The number of ICAO certified active GSI Instructors in the AFI region is as follows:

GAT GSI INSTRUCTOR DISTRIBUTION IN AFI REGION					
GSI AIRWORTHINE		**GSI PERSONNEL LICENCE**		**GSI FLIGHT OPERATIONS**	
Total	8	**Total**	7	**Total**	5
WACAF	5	**WACAF**	4	**WACAF**	2
ESAF	3	**ESAF**	3	**ESAF**	3

XVI.   GAT should consider accepting at least one more Airworthiness instructor (in ESAF region), and two PEL and 2 OPS instructors, one each from WACAF and ESAF region.

XVII.   ICAO to lead negotiations with the following institutions and agencies among others for financial support to meet the objectives of this project:

    a. FAA/DOT
    b. EASA
    c. Singapore Government through the Singapore Academy
    d. World Bank
    e. IMF
    f. African Development Bank
    g. ICAO Member States
    h. Other Agencies

AFI TRAINING POLICY STRATEGY

This section seeks to make recommendations on a strategy and plan aimed at AFI Member States adopting a uniform training policy.

Background

1. It has been noted that, when formulating a Training Program, a State may tend to limit its focus of attention to the processes and procedures that are involved in the provision of Safety Oversight service. However, it is also essential that the Training Program is able to demonstrate, on a continuing basis, that the technical personnel providing the Oversight service possess and utilizes the skills and competencies necessary for each specific task.

2. In the context of the Training Program, the objectives of skills and competency management must include:

    a. Identification of the functions or job tasks to be performed
    b. Establishment of the knowledge and skills required for each step of the processes; and,
    c. Assurance that the personnel assigned to those functions or job tasks have the required knowledge and skills and that they are competent to perform those functions.

3. Additionally, as with all other components of a quality system, appropriate records of skills need to be kept so that the qualifications of personnel assigned to perform specific tasks can be confirmed. Checks must be undertaken periodically to ensure that personnel continue to meet the required standards and if shortfalls in knowledge, skills or competencies are detected a means must exist to take corrective measures probably in the form of refresher or recurrent training . It is therefore appropriate that States place emphasis on the human component in their Safety Oversight function.

4. In considering that the human component in safety oversight is an extremely important role, ICAO has appropriately developed training guidance material for the benefit of States. However, this guidance falls short of a Training Program that establishes uniform standards for the qualifications and scope of knowledge which must be met by various Technical Personnel (Safety Inspectors).

5. To achieve the objectives in Paragraph 2 above, it is highly recommended that the following be established:

    a. Foundation Policy for Inspector Training
    b. Qualification Standards for Employment of Inspectors for each specialty
    c. Position Descriptions for Inspectors
    d. Training Guidelines
    e. Inspector Training Courses
    f. On the Job Training Guidelines

g. Inspector Job Tasks
h. Job Task Analysis Worksheet Template
i. Inspector Training Course Profiling
j. Inspector On-the-Job Training Profiling
k. Inspector Training Recording System
l. Inspector Activity Recording System

6. The FAA in about 2010 launched a programme called the "Inspector Training System (ITS)" which captured the spirit of the above but was limited to Flight Operations, Airworthiness and Personnel Licensing of what the FAA calls the "Flight Standards Inspectorate". The system is in line with various policies and procedures of ICAO. The ITS programme has been expanded by BAGASOO and other States to cover all safety oversight specialities as defined by ICAO:

   a. Aerodromes
   b. Airworthiness
   c. Flight Operations
   d. Aviation Security
   e. Aeronautical Telecommunications
   f. Aeronautical Information Services
   g. Air Traffic Services
   h. Meteorology
   i. Personnel Licencing

7. The current policy system has been adopted by the following 9 AFI States among others:
   a. Cabo Verde
   b. Cameroon
   c. Ghana
   d. Gambia
   e. Guinea Conakry
   f. Nigeria
   g. Mozambique
   h. Liberia
   i. Sierra Leone
   j. Democratic Republic of Congo

Job Tasks

8. For each of the above specialities the system recognises the following 8 categories of safety oversight Job Tasks:

CATEGORIES	
1	General Technical and Administrative Functions
2	Service Provider Certification and Authorization
3	Special Certification and Authorization
4	Personnel-Licensing/Competence Assessment

5	Surveillance or Quality Control (AVSEC)
6	Resolution of Safety Issues
7	Management
8	Aviation Education & Safety Promotion

9. In each category and for each speciality New Hire Qualifications, Formal Course Profiles and Job Task Profiles have been identified. The recommended Minimum Qualification for New Hire, Formal Course Profiles, Job Task Profiles are at Appendix A, B and C respectively whilst Position Descriptions are contained in Appendix D. An extensive 188-page document developed by BAGASOO, and attached as a separate document, FORMAL COURSE STANDARDS outlines suggested curriculum for the various courses suggested generic courses. It is very important to understand that these suggested curricula do not necessarily represent existing courses. ATOs may use as a guide to develop their own courses.

10. To determine the training required for an inspector to be fully capable of performing a task, a Job Task to Training Course Mapping has been developed and is available at Appendix E and F for reference. Appendix E and F show that an inspector may require more than one course to be sufficiently capable of accomplishing a task. The mapping of Job Tasks to courses, which is only indicative, is a complex exercise that is best demonstrated in a software. The inspector must complete both the formal classroom and, or CBT training course associated with that Job Task, and On-the-Job training for that Job Task, before he is given authority to perform the task by himself. The process is illustrated in the following chart:

Select Training Category → Complete Formal Primary and Secondary Courses → Complete OJT on Tasks
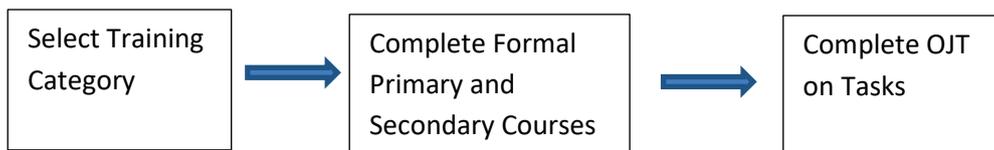
Formal Training Categories

11. Training categories are functional areas, each consisting of a series of courses that focus on both CAA administrative procedures as well as general and specific inspector technical competencies and job tasks. To provide a new hire inspector with a sound foundation for the work of his specialty, tasks from at least the following inspector job function areas should be taught in the inspector initial training courses.

   a. Administrative/General Technical Functions
   b. Certification, Authorisation and Approvals Functions
   c. Personnel Licensing or Competence Assessment
   d. Surveillance and AVSEC Quality Control Functions; and
   e. Resolution of Safety Issues Functions

12. Safety Management System and State Safety Programme functions are cover as General Technical functions as far as Aviation Safety Inspectors (ASIs)are concerned.

13. Aircraft Accident Investigation (AIG) functions are predominately carried out by another State Agency other than the Civil Aviation Authority. However, in all cases ASIs are trained in accident investigations and those courses and specific job tasks are covered in the Resolution of Safety Issues. Accident Investigators would normally be already trained and experienced aviation personnel. It is recommended that such persons be already qualified ASIs.

14. Each of these functional areas has one or more courses to fully cover all the tasks in that category. The basic, foundational tasks that should be addressed in initial training in each of these functions above are discussed below:

A. Administrative/General Technical Function Courses

15. Training courses in this category are designed to provide a new employee with orientation courses such as the history of the CAA, ICAO obligations, normal office procedures, ethical standards, computer skills, use of software, information technologies, and administrative procedures related to such things as time and attendance, leave, pay, retirement, conduct and discipline, etc. Orientation covers many courses ranging from the administrative duties of a CAA employee to an overview of the more technical aspects of inspector job functions.

16. Administrative courses may cover the following topics, including use of any CAA computer systems for basic CAA administration:

    a. Overview of ICAO, the Chicago Convention, SARPS etc
    b. Overview of the CAA and CAA's Safety Oversight Department(s)
    c. Employee benefits
    d. Time and attendance
    e. Employee training and development
    f. Managing Resources
    g. Employee ethics
    h. Labor union agreement
    i. Conduct and discipline
    j. Travel and CAA Security

17. In line with ICAO Document 8335: Part 1, Paragraph 6.3.1.2 this initial training category also covers at least the following general technical areas, which may be covered in individual courses, such as SMS, or included in the Certification, Surveillance and Investigation courses:

    a. Auditing Techniques and CAA Auditing Procedures
    b. Safety Management Systems and Quality Systems.

c. Human Factors Principles; and

d. Training for the specific roles and tasks of the inspector, with emphasis on those areas requiring an approval by the CAA. The details are shown in the Inspector Training Profiles.

B. Certification, Authorization and Approval Function Courses (CE 6)

18. Training courses in this category are designed to provide the knowledge and skill that are to be successful in the performance of Job Tasks related to the certification or approval of air operators, aircraft maintenance organizations, aerodromes, aeronautical information management providers, aeronautical chart providers, aeronautical meteorological service providers, AEROMET facilities, AEROTEL service providers, air traffic service providers, procedure design organisations, Aviation Security service providers etc.

19. The ICAO guidance documents provide detail information on this subject.

20. **ICAO Doc. 8335, Par. 1.2.6** "An essential element in the regulatory system is the certification of operators. In order to assess the operator's competence, the State of the Operator would first need to make an investigation of the proposed operation, which should at least cover organization, staffing, equipment, proposed routes and level and type of service and finances. The issue of an AOC or equivalent document by the State of the Operator should be dependent upon the operator demonstrating an adequate organization, method of control and supervision of flight operations, training programme and maintenance arrangements consistent with the nature and extent of the operations specified. If found competent, the operator would be issued an AOC, setting forth the operational authorization and limitations to carry out specified commercial air transport operations. Subsequent, to the issuance of an AOC, the State of the Operator would continue to monitor the operation by a systematic procedure of surveillance and inspections".

21. **ICAO Doc 9774, Par 1.1** "Article 15 of the Convention on International Civil Aviation requires that all aerodromes open to public use under the jurisdiction of a Contracting State should provide uniform conditions for the aircraft of all other Contracting States. Furthermore, Articles 28 and 37 oblige each State to provide, in its territory, airports and other air navigation facilities and services in accordance with the Standards and Recommended Practices (SARPs) developed by ICAO. The most effective and transparent means of achieving these objectives are to:

a. Establish a separate safety oversight entity and a well-defined safety oversight mechanism, supported by appropriate legislation, to carry out the functions of certification and safety regulation of aerodromes.

b. Implement an aerodrome certification procedure whereby a State certifies an aerodrome through the approval/acceptance of the aerodrome manual submitted by the aerodrome operator.

22. Currently ICAO does not require the Certification of ANS and AVSEC Service

Providers. However, a Contracting State may choose to certify any of these Service Providers. Even where Certification is not required specific authorisations and approval task may be carried out.

C. Surveillance and AVSEC Quality Control Functions (CE 7)

23. Training courses in this category are designed to provide the knowledge and skills required to be successful in the performance of Job Tasks related to the surveillance or inspection of certificate and licence holders in the aviation industry. AVSEC prefers to use the term "Quality Control" as against Surveillance, but the meaning is the same in this context.

24. The ICAO guidance documents provide a great deal of additional information on this subject.

25. **ICAO Doc. 9734, Par. 3.5.1.5** "The certification and surveillance of civil aviation activities involves technical activities far beyond the review and approval of documentation. Although the importance of the latter element must not be overlooked, the safety oversight of civil aviation also includes timely inspection by qualified inspectors of all civil aviation activities, starting with the beginning of the certification process to an ongoing periodic surveillance long after the certificate has been issued. CAA inspectors are expected to accomplish some or all of the following tasks as they relate to a particular specialty:

    a. Conduct routine inspections such as the inspection of a station facility, apron, en-route operation and base and carry out oversight or checks considered necessary at prescribed intervals;
    b. Assess the effectiveness of the operator's SMS and the level of resources allocated to it;
    c. Conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions;
    d. Advise the operator, in writing, of any significant deficiency, requesting a proposal for remedial action;
    e. Conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner;
    f. Submit reports on each inspection in the manner prescribed, and complete and process the applicable inspection forms;
    g. Continuously review the operator's pertinent documentation (e.g. Operations, maintenance, training and MCM), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use;
    h. Keep appropriate CAA inspectorate staff informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the certificate or licence holder organisation in general; and
    i. Conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by a certificate or licence holder.

26. **ICAO Doc 10047 The Establishment and Management of a State's Aviation Security Oversight System** - "3.8.2 One of the fundamental components of an effective civil aviation security system is the implementation of **quality control** measures, which may be defined as the surveillance techniques and activities used to assess a State's civil aviation security system and, whenever required, to resolve identified deficiencies. The appropriate authority for aviation security should therefore develop and implement an National Quality Control Programme (NQCP) and a system of quality control measures consisting of audits, inspections, surveys and tests to maintain the continuing effectiveness of the National Civil Aviation Security Programme (NCASP). The objectives of the NQCP are outlined under the Critical Element, CE-2."

27. While all of these tasks may not be covered in initial training, at a minimum, the initial training should address the set-up of the CAA's annual surveillance work programme and subsequent tracking of surveillance tasks performed.

D. Personnel Licensing or Competence Assessment Functions (CE 6)

28. Training courses in this category are designed to provide the knowledge and skill that are required to be successful in the performance of Job Tasks related to the licensing or competence assessment of flight and ground personnel as required by State regulations. These will normally include pilots, air traffic controllers, mechanics, flight engineers, dispatchers, aerodrome operations and maintenance personnel, ATSEP, AEROMET, AIS/AIM and AVSEC personnel, etc.

E. Resolution of Safety Issues Functions (CE 8)

29. Training courses in this category are designed to provide the knowledge and skill required to be successful in the performance of job tasks related to the investigation of certificate and licence holders, and to resolve any instances of noncompliance. Training in this category may cover the following tasks:

    a. Accident and Incident Investigation
    b. Human Factors
    c. Compliance and Enforcement
    d. Resolution of Safety Issues.

Continuation and Advance Training

30. The ICAO Document 8335, Part I, Paragraph 6.3.2.1 notes that the CAA inspectorate personnel represent the authority and, as such, require the continuous development of their competencies related to their respective responsibilities.

31. Typically, inspectors will complete their initial training over a 12 to 18 month time period. After this initial training period, inspectors should continue to receive

training throughout their CAA employment as aviation safety inspectors. Continuation training should consist of specialty training for inspectors required to implement an additional set of job task listed in their position description as well as more in-depth or advanced training. Some of these courses will be provided once but a sub-set of these courses should include recurrent training.

32. An advanced course prepares an inspector for the responsibilities of a journeyman inspector, principal inspector, or inspection team leader. Such a course should aim to give the inspector an understanding of and some competence in the subject area. Some advanced training could be considered as recurrent training as it may build upon knowledge received in initial training.

33. The frequency of continuation may be as follows: Generally, inspectors should complete two specialty or advanced training courses **every three years, and recurrent training courses within three to five years** after completion of a course requiring recurrent training. Continuation training also requires the corresponding OJT until an inspector has become completely proficient in a particular task or set of tasks.

34. In addition to the continuation training, inspectors required to have a current and valid personnel licence must maintain licence currency and proficiency. Further guidance to personnel license proficiency is provided in ICAO Document 8335, Part I, Paragraph 6.3.2.3. In so far as possible, the maintenance of licence qualifications and of an acceptable level of proficiency and knowledge of aircraft performance, limitations, equipment, systems, operations, etc. will permit CAA inspectors to better assess the knowledge, techniques, and over-all competence of the personnel of an operator. For example, flight operations inspectors should receive **recurrent flight training on aircraft supplemented periodically by training in a flight simulation training device**. However, where circumstances require the CAA inspector to supervise more than one operator, or where an operator uses several different types of aircraft, it becomes extremely difficult and costly for an inspector to maintain pilot proficiency and knowledge of aircraft systems and associated ground services for all types involved. In such cases it may have to be accepted that CAA inspectors are not fully qualified on all aircraft types under their jurisdiction.

35. Only through periodic practical and theoretical specialized training — both technical and supervisory — can CAA inspectorate manpower be used effectively and their personnel maintain a high level of knowledge and expertise. The net result of such training is better job performance and greater respect from the operator.

36. Other advanced courses required for continuation training may be included in the following categories:

- **Aircraft Dispatcher**
  Training courses in this category will prepare an Inspector for advanced responsibilities in the areas of aircraft dispatch, long range flight planning, load control, ground handling, meteorology, etc.

- **Emergency Services**
  Training courses in this category will prepare an Inspector for advanced responsibilities in the area of aircraft fire fighting, aerodrome emergency planning etc

- **Avionics**
  Training courses in this category will prepare an Inspector for advanced responsibilities in the certification, approval, and inspection of airborne avionics systems.

- **Cabin Safety**
  Training courses in this category will prepare an Inspector for advanced responsibilities in the areas of cabin safety, aircraft equipment, cabin crew procedures, etc.

- **Aerodrome Engineering**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the areas of airport planning, design, maintenance etc

- **Radio Navigation and Surveillance**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the areas of radio navigation and surveillance etc

- **Aeronautical Communication Services and Frequency Management**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the areas of aeronautical communication services and frequency management

- **Publications**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the areas of NOTAM, AIP, AIC and PIB and MAP publication processes

- **Charting**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the area of Chart preparation and production

- **Aeronautical Search and Rescue**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the area of aeronautical search and rescue

- **Flight Procedure Design**
  Training Courses in this category will prepare an Inspector for advanced

responsibilities in the area of Flight Procedure Design

- **AEROMET Observation**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the area of AEROMET observation and reporting

- **AEROMET Forecasting**
  Training Courses in this category will prepare an Inspector for advanced responsibilities in the area of AEROMET forecasting and reporting

- **AVSEC TBD**

Recurrent Training

37. Recurrent training requirements are not shown in the Inspector Training Profiles. Instead, each CAA has to develop its recurrent training policy based on the level of aviation activity in the specific State. A customized recurrent training programme in relation to each formal course should be created for each specialty and should be reviewed and updated annually.

38. Specifically, in addition to any required recurrent flight training, one or more formal classroom recurrent training courses must be provided for each inspector **every 36 months,** or more often if required to maintain proficiency in all assigned Inspector Job Tasks. The selection of the most appropriate recurrent training courses should be determined by the Inspector in collaboration with his Supervisor or Manager and reviewed annually.

39. The CAA should determine the content to be included in recurrent training courses. Generally, a formal recurrent training course should contain a review of the elements found in the initial course, along with a discussion of any new requirements or procedures that have been established in the previous few years. The length of recurrent classroom training courses should typically be 30% - 50% of the length for the initial course. There are no additional Job Tasks associated with formal classroom recurrent training courses.

40. The ICAO guidance documents provide a great deal of general information on Inspector recurrent training.

    ICAO Doc. 9734, Par. 3.5.1.6

41. The maintenance of licenses and other skills or qualifications and of an acceptable level of proficiency and knowledge of civil aviation activities, limitations, equipment, systems, operations, etc. will permit civil aviation inspectors to better assess the knowledge, techniques and overall competence of the civil aviation personnel, operators, service providers and maintenance organizations.

ICAO Doc. 8335, Par. 9.7.1

42. In so far as possible, the maintenance of licence qualifications and of an acceptable level of proficiency and knowledge of aircraft performance, limitations, equipment, systems, operations, etc. will permit CAA inspectors to better assess the knowledge, techniques and over-all competence of the operator's personnel.

On-the-Job Training

43. **On-the-Job Training (OJT) must be completed during initial training for every Job Task that an Inspector will be authorized to conduct without assistance**. An Inspector must complete three phases of OJT instruction for each Job Task. This training must be accomplished under the direct supervision of the OJT Programme Manager or an OJT Instructor. Detailed procedures for the conduct of OJT are in the recommended OJT Guide. Typically the OJT instructor uses the check list designed for job tasks as guide. However, it is the responsibility of the CAA to draw up a OJT Plan for each specialty. A sample of an Aerodrome OJT Plan is attached in Appendix G for guidance only.

TRAINING POLICY

44. A training policy simply outlines the process through which an employee undergoes training to be qualified to perform various job tasks of function from New Hire up to the time of exit. Therefore, as already discussed the training policy should contain the following outline:

    a. Initial Training
    b. Continuation Training
    c. On-the-Job Training
    d. Specialized Training
    e. Training Record Keeping

Training Process

45. When a new candidate is selected, in accordance with the CAA Minimum Hire Qualification (See Appendix A), from the aviation industry or advanced programme to become an Aviation Safety Inspector (ASI), he should be issued a Position Description for a New Hire/ Developmental Inspector. He must then complete the training requirements specified in this document before being given the authority to accomplish any inspector Job Task without direct supervision.

46. All new hire employees normally begin training with New Hire Employee Orientation training. After completing this training requirement, a new inspector can then be issued a CAA credential, but at this point any Job Task accomplished for the CAA must still be under the direct supervision of another qualified inspector or OJT Instructor. All new-hire Inspectors must complete both the formal training course and On-the-Job training on the associated Job Tasks before being given authority to accomplish a Job Task by himself.

47. After receiving a CAA Credential, the new inspector normally continues training until he has completed training in all five subject areas that comprise the *core* of inspector job functions.

48. Core training refers to the essential training that should be provided to all Aviation Safety Inspectors prior to being assigned as a Principal Inspector. Core training requirements are specified in five training categories of training as follows:
    a. Administration/General Technical Functions
    b. Certification, Authorisation and Approvals
    c. Licensing or Competence Assessment
    d. Surveillance or Quality Control
    e. Resolution of Safety Issues including Compliance and Enforcement

49. The five essential *Minimum Core Training* courses are:
    a. New Hire Employee Indoctrination
    b. Certification, Authorization and Approvals (Air Operator, AMOs, ATOs or Aerodrome Certification); Approvals and Authorizations (AIM/ATM, AEROMET, AEROTEL/AIS, AVSEC Service Providers)
    c. Personnel Licensing Procedures or Competence Assessment Procedures (as applicable)
    d. Surveillance (of aforementioned operators or service providers)
    e. Resolution of Safety Concerns including Compliance and Enforcement

50. When these minimum core-training requirements have been completed the inspector can be issued a Principal Inspector Position Description as described in Appendix D of this document. He should then continue training in line with the Training Profile adopted for him by his CAA.

51. The following flowchart depicts the typical training process for a new-hire employee all the way through final qualification and journeyman status. This process can be modified as necessary to accommodate special requirements.
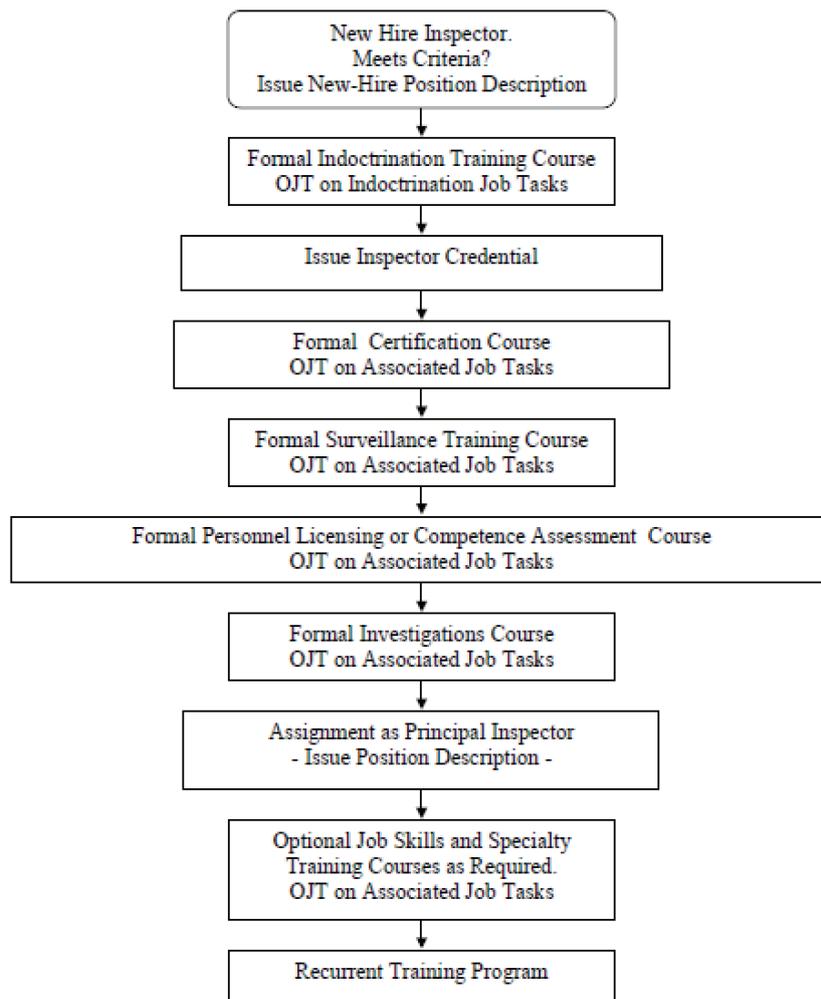
Inspector Qualifications – Journeyman

52. Final inspector qualification is accomplished in three steps as shown in the table below.

	Final Inspector Qualification	
Srl #	**CAA Authority Granted:**	**Training Required:**
1.	Issue CAA Inspector credential.	a. Must meet new hire minimum requirements. b. Must complete the Indoctrination formal course and OJT on associated Job Tasks as
2.	Signature authority for any particular job task.	Completion of the formal training course and OJT associated with that Job Task as specified in the specific Job Task
3.	Assignment as Principal Inspector	Completion of at least the minimum five core training courses.

Inspector Training Profiles

53. ICAO acknowledges that more often than not, CAA knowledge training – classroom or web-based – will need to be obtained through courses offered by ICAO, other CAAs, or private training facilities, and such training needs to be consistent and documented throughout the CAA training profiles for ASIs. A training profile is a list of recommended courses based on common employee specialties and positions. Training profiles serve as the basis for standardized training of employees in a CAA. The ICAO GSI courses 18700 - Air Operator Certification for Operations Inspectors, 18701 – Air Operator and Approved Maintenance Organization Certification for Airworthiness Inspectors, 18710 – Personnel Licensing for CAA personnel form the basis for initial inspector training for Flight Standards.

54. Suggested training profiles for operations, airworthiness and personnel licensing inspectors have been developed and are contained in Appendix B1. Suggested training profiles for Aerodromes, ANS and AVSEC inspectors have been developed and are contained in Appendix B2.

55. The training profiles are shown as a matrix for ease of comparison as some individual training courses are relevant for more than one inspector specialty. In this matrix, the suggested new hire training is listed first for each specialty. After initial training, courses are listed in groupings based on specialty, specific job skills and recurrent training. If a suggested course is part of the ICAO

TRAINAIR Plus programme, it is identified as an ICAO STP (Standard Training Package). Other courses are obtainable from FAA, IATA, TSA etc. Some job specific courses, such as aircraft type training are taught by outside providers.

Formal Training Course Descriptions

56. A CAA may develop its own course descriptions which specify the title, course number, minimum training hours, and minimum content to be included for each course. Formal training course descriptions for already developed courses contained in the Training Profiles are available from the website of GAT and other Training Facilities.

57. It is important for the Authority to note that in some cases alternative or equivalent courses may be attended by ASIs to meet the requirements. However, it is the responsibility of the CAA to ensure that course meets the minimum course standards as specified in hours and content.

58. Alternatively, a CAA may select a combination of existing courses to meet the requirement of any of its own Formal Course Description. This combination of two courses to meet the requirements of one course would be acceptable. The most important thing is to ensure that high quality training is done, and to comply with the total hours and recommended subjects.

Recordkeeping

59. It is imperative that an accurate and permanent record be created to track the training completed by each Inspector. This record should be meticulously maintained from the time the Inspector is hired into the CAA until the time he retires from the CAA. The CAA should have a policy about retention of training records. Normally these records are kept permanently, in case a question of an Inspector's qualification should ever come up at a future date.

60. Recordkeeping can be accomplished by any appropriate method, using either a hard-copy paper system or a computer software programme. The Training Profile Worksheets can be used as a simple permanent hard-copy record keeping system for small CAAs.

61. Most organizations, however, will prefer to use a web base or Local Area Network (LAN) software. Commercial Applications are available for purchase.

Position Descriptions

62. Position Descriptions as specified in a Training Policy and Procedures Manual are used by the CAA to describe the relative responsibilities of different

inspectors in relation to their level of maturity. These positions assist in administrative control to assign an Inspector to a particular job function or specialty but **DO NOT** contain administrative information such as pay grade. Such information would be contained in the CAA HR Procedures and Policy Manual.

63. Position Descriptions do not specify training requirements. Training requirements are specified in the Inspector Training Profiles and are based on the individual Job Tasks that an inspector will be asked to perform.

64. Position Descriptions (PDs) have been provided for ten inspector specialties in common use. These PDs are located in Appendix D of this document. **Examples of Titles** of the PDs are shown below. (See Appendix D for details of Sample PDs). A CAA may not necessarily use these same PDs depending on its size and complexity.

    a. **Flight Operations Inspectors**
- New Hire/ Developmental Inspector
- Principal Operations Inspector
- Aircraft Dispatcher Inspector
- Cabin Safety Inspector

    b. **Airworthiness Inspectors**
- New Hire/ Developmental Inspector
- Principal Airworthiness Inspector
- Principal Avionics Inspector

    c. **Personnel Licencing Inspectors**
- New Hire/Developmental Inspector – PEL
- Principal PEL Inspector - PEL
- Aircraft Dispatcher Inspector - PEL
- Cabin Safety Inspector – PEL

    d. **Aerodrome Inspectors**
- New Hire/ Developmental Inspector
- Principal Operations Inspector
- Emergency Services Inspector
- Aerodrome Engineering Safety Inspector

    e. **AIS/AIM Inspectors**
- New Hire/ Developmental Inspector
- Principal AIS/AIM Inspector
- Publications Services Inspector

- Charting Services Inspector

f. AEROMET Inspectors
- New Hire/ Developmental Inspector
- Principal AEROMET Inspector
- AEROMET Observation Services   Inspector
- AEROMET Forecasting Services Inspector

g. AEROTEL OR CNS Inspectors
- New Hire/ Developmental Inspector
- Principal AEROTEL Inspector
- Surveillance /Radio Navigation   Inspector
- Aeronautical Communication Services   Inspector

h. ATS OR ATM Inspectors
- New Hire/ Developmental Inspector
- Principal ATS Inspector
- Search and Rescue Services Inspector
- Flight Procedure Design   Inspector
- PANS-OPS Inspector

i. Supervisory Personnel (All specialties)
- Operations Unit Supervisor
- Airworthiness Unit Supervisor
- Aerodrome Unit Supervisor
- AIS/AIM Unit Supervisor
- AEROMET Unit Supervisor
- AEROTEL or CNS Unit Supervisor
- ATS Unit Supervisor
- Office Manager

65. Position Descriptions will normally be contained in the Procedures Manuals of the AIG and will include:
    - **i.   Investigator in Charge**
    - **ii.   Specialized Investigators**

AFI PRIORITY TRAINING

FORMAL CLASSROOM COURSES

66. As stated in paragraph 10 above, to provide a new hire inspector and continuing staff with a sound foundation for the work of his specialty, tasks from at least the following inspector job function areas should be taught in the inspector initial training courses.

   a. Administrative/General Technical Functions
   b. Certification, Authorisation and Approvals Functions
   c. Personnel Licensing or Competence Assessment
   d. Surveillance and AVSEC Quality Control Functions; and
   e. Resolution of Safety Issues Functions

67. Based on the SWOT analysis the following 21 Formal Courses **are recommended** for the short to medium term implementation with the distribution details in Table 1.

   a. New Hire Employment Orientation / Indoctrination (CAA Specific)
   b. Introduction to Authorizing Documents
   c. Introduction to Investigations
   d. GSI OPS
   e. GSI AIR
   f. GSI PEL
   g. CAA Approval of Training Organization
   h. Surveillance of Service Providers
   i. Auditing Techniques
   j. Resolution of Safety Concerns (RSC)
   k. Various - Aircraft Accident Investigation
   l. Human Factors Principles
   m. Safety Management (SM EN): Online
   n. State Safety Programme
   o. ANS ATM Inspector
   p. ANS AIS Inspector
   q. ANS MET Inspector
   r. ANS CNS Inspector
   s. Aerodrome Certification
   t. Incident Investigation Techniques
   u. Integrated Safety Management Systems

Table 1 – Recommended Formal Courses for the Short Term

Speciality	Category	PRIMARY		SECONDARY	
		Formal Course	Priority	Formal Course	Priority
Flt Ops	Admin/Tech	New Hire Employment Orientation / Indoctrination		Introduction to Authorizing Documents / Introduction to Investigations	
Flt Ops	Certification	GSI OPS		SMS / SSP	
Flt Ops	Licencing	GSI PEL		CAA Approval of Training Organization	
Flt Ops	Surveillance	Surveillance of Service Providers		Auditing Techniques	
Flt Ops	RSI	Resolution of Safety Concerns (RSC)		Aircraft Accident Investigation	
		Human Factors Principles			
AIR	Admin/Tech	New Hire Employment Orientation/ Indoctrination		Introduction to Authorizing Documents / Introduction to Investigations	
AIR	Certification	GSI AIR		SMS / SSP	
AIR	Licencing	GSI PEL		CAA Approval of Training Organization	
AIR	Surveillance	Surveillance of Service Providers		Auditing Techniques	
AIR	RSI	Resolution of Safety Concerns (RSC)		Aircraft Accident Investigation	
		Human Factors Principles			
ANS	Admin/Tech	New Hire Employment Orientation/ Indoctrination		Introduction to Authorizing Documents / Introduction to Investigations	
ANS	Certification/Approvals/Authorisation	ANS ATM Inspector		SMS/SSP	
		ANS MET Inspector			
		ANS AIS Inspector			
		ANS CNS Inspector			
ANS	Licencing	GSI PEL		CAA Approval of Training Organization	
ANS	Surveillance	ANS ATM Inspector		Auditing Techniques	
		ANS MET Inspector			
		ANS AIS Inspector			
		ANS CNS Inspector			

Speciality	Category	PRIMARY		SECONDARY	
		Formal Course	Priority	Formal Course	Priority
ANS	RSI	ATM Incident Investigation techniques / Resolution of Safety Concerns (RSC)		Aircraft Accident Investigation /	
		Human Factors Principles			
AERODR	Admin/Tech	New Hire Employment Orientation/ Indoctrination		Introduction to Authorizing Documents / Introduction to Investigations	
AERODR	Certification	Aerodrome Certification		SMS/SSP	
AERODR	Licencing	GSI PEL		CAA Approval of Training Organization	
AERODR	Surveillance	Surveillance of Service Providers		Auditing Techniques	
AERODR	RSI	Resolution of Safety Concerns (RSC)		Aircraft Accident Investigation	
		Human Factors Principles			
PEL	Admin/Tech	New Hire Employment Orientation/ Indoctrination		Introduction to Authorizing Documents / Introduction to Investigations	
PEL	Certification	GSI OPS or AIR		SMS/SSP	
PEL	Licencing	GSI PEL		CAA Approval of Training Organizations	
PEL	Surveillance	Surveillance of Service Providers		Auditing Techniques	
PEL	RSI	Resolution of Safety Concerns (RSC)		Aircraft Accident Investigation	
		Human Factors Principles			

Accident Investigation Group

AIG	RSI	Aircraft Accident Investigation		Resolution of Safety Concerns (RSC	
		Human Factors Principles			

Table 2 Short List of Recommended GAT Formal Classroom Courses

TYPE	DEVELOPER	COURSE NAME	DURATION
ICAO Course	International Civil Aviation Organization, Canada	Dangerous Goods – Using the Technical Instructions for the Safe Transport of Dangerous Goods by Air (DGUTI EN)	5D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector – Personnel Licensing (GSI PEL EN)	15D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector Airworthiness – Air Operator and Approved Maintenance Organization Certification (GSI AIR EN)	15D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector Operations – Air Cargo Certification (GSI AC EN)	4D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector Operations – Air Operator Certification (GSI OPS EN)	14D
ICAO Course	International Civil Aviation Organization, Canada	State Safety Programme (SSP EN)	6D
ICAO Course	International Civil Aviation Organization, Canada	Unmanned Aviation Fundamentals (UAF EN)	5D
Member-ICAO Course	Singapore Aviation Academy	Oversight of Aircraft Leasing Operations	5D
Member-ICAO Course	Singapore Aviation Academy	Oversight of Competency-based Training	5D
Member-ICAO Course	Singapore Aviation Academy	Personnel Licensing System	5D
Standardized Training Package	Singapore Aviation Academy	IAASM-SAA Postgraduate Certificate in Aviation Medicine for Medical Examiners and Assessors	11D
Standardized Training Package	JAA Training Organisation (JAA TO), Netherlands	Safety Management for Approved Maintenance Organizations under ICAO/EASA Rules	3D
Partner-ICAO Course	Airports Council International (ACI), Canada	ACI - ICAO Aerodrome Certification	5D
Partner-ICAO Course	Embry-Riddle Aeronautical University, United States	Airport Wildlife Management	3D
Partner-ICAO Course	Embry-Riddle Aeronautical University, United States	Airport Wildlife Operations	2D
Standardized Training Package	Saudi Academy of Civil Aviation, Saudi Arabia	Conducting Apron Regulatory Safety Inspections (State Specific)	5D

TYPE	DEVELOPER	COURSE NAME	DURATION
Standardized Training Package	Indian Aviation Academy, India	Runway Rubber Removal	5D
Standardized Training Package	Indian Aviation Academy, India	Airfield Pavement Markings	5D
Standardized Training Package	Indian Aviation Academy, India	Airfield Signs (State Specific)	3D
Standardized Training Package	United for Aviation Technology Services (United ATS), Egyp	Aerodrome Obstacles Evaluation	5D
Standardized Training Package	East African School of Aviation (EASA), Kenya	Air Navigation Services AIS Inspector	7D
Standardized Training Package	East African School of Aviation (EASA), Kenya	Air Navigation Services ATM Inspector	7D
Standardized Training Package	East African School of Aviation (EASA), Kenya	Air Navigation Services CNS Inspector	7D
Standardized Training Package	East African School of Aviation (EASA), Kenya	Air Navigation Services MET Inspector	7D
Standardized Training Package Member-ICAO	East African School of Aviation (EASA), Kenya Global Air Navigation Services LLC (GANS), United Arab Emirates	Air Traffic Safety Electronic Personnel (ATSEP) Competency Assessor ATM Incident Investigation Techniques	5D 5D

68. **The following formal courses need further explanation:**

- **New Hire Employment Orientation / Indoctrination**

  This course is very critical and should be taught in the first few days of any and every inspector's career. It is typically a CAA specific course and therefore the **CAA should develop this course**. Typically, the course outline includes the following:

  - Employee Benefits
  - Ethics, Dress Code, Conduct and Discipline of Safety Inspectors
  - CAA Travel Policies
  - ICT Orientation Training
  - General Security and Document Control
  - Trade Unions
  - Introduction to ICAO and CAA Overview
  - Introduction to International and National Aviation Laws, Regulations, Directives, Orders, Policies etc
  - Any other topic as the CAA may consider necessary

- **Surveillance of Service Providers**

  This course is currently available as an FAA International Course - Surveillance (Airworthiness/Operations) Course 15212001. It is designed for Aviation Safety Inspectors (Airworthiness/Operations including PEL) to achieve a standardized and systematic approach to properly accomplish their oversight duties and responsibilities associated with the surveillance of service providers. Its objective is to enable participants:

  - Describe the State responsibilities and ICAO requirements associated with Surveillance of service providers and apply these processes and procedures accordingly.
  - Develop a National Surveillance Program using a risk based management approach.

  The course outline is as follows:

  - International Obligations
  - Safety Management and Concepts
  - Hazard Identification and Decision Making
  - Risk Analysis and Assessment
  - Risk Communication
  - National Surveillance Program Requirements and Planning

  This course is very critical to meeting the requirements of CE-7. Course 15212001 is taught by FAA Instructors at the FAA Academy or in-country. In the short term it is **recommended that steps be taken to qualify some GSI instructors who have attended this course certified** to teach the course.

It is highly **recommended for the medium to long term that a GSI generic version** is designed for the benefit of inspectors in all specialities.

- **Resolution of Safety Concerns (RSC)**

  This course is currently available as an FAA International Course 15209001. This course presents ICAO requirements for the main job tasks associated with the investigations and enforcements of non-compliance by regulated personnel and show participants how the procedures found in the Resolutions of Safety Concerns Manual are used to fulfill those requirements. It is designed CAA Aviation Safety Inspectors and associated supervisory personnel who will be assigned responsibilities for *air operator certification* and/or ongoing technical management of *air operator.* The course outline is as follows:

  - International Obligations
  - Resolution of Safety Concerns Model Manual
  - Philosophy for RSC
  - Managing and Conducting Investigations
  - Course of Action
  - Counseling and Warning letters
  - Legal Enforcement Actions

Course 15209001 is taught by FAA Instructors at the FAA Academy or in-country. In the short term it is **recommended that ICAO negotiate with the FAA to have some GSI instructors who have attended this course certified by the FA**A to teach the course.

This course is very critical to meeting the requirements of CE-8. It is highly **recommended that a GSI generic version** is designed in the medium term for all inspectors.

VIRTUAL CLASSROOM COURSES

69. Several courses now have a virtual version. The three GSI courses, OPS, AIR and PEL now have both classroom and virtual versions. Virtual courses have the advantage of reducing cost as they eliminate air travel and DSA or per diem. However, not all conducted virtual courses have been very successful particularly the three GSI courses mentioned above which are 3 weeks long. Time zone differences has also made participation very challenging and tiring for both participants and instructors. Besides, internet connectivity and power stability challenges, the cost of broadband has resulted in considerable difficulties. Nevertheless, this remains a viable alternative especially for short courses. **Recommended courses available as virtual classroom courses include:**

a) Safety Management System
b) ICAO GSI Ops

    c) ICAO GSI Air
    d) ICAO GSI PEL
    e) 15209001 Resolution of Safety Concerns (RSC)   40 hours
    f) 15212001 Surveillance of Service Providers 56 hours

A full short list of virtual courses from GAT and other sources to be considered for the medium to long term training is in Table 3 below.

TABLE 3. GAT VIRTUAL CLASSROOM COURSES

TYPE	DEVELOPER	COURSE NAME	DURARTION
ICAO Course	International Civil Aviation Organization, Canada	Air Cargo Safety Management (ACSM EN):	5D
ICAO Course	International Civil Aviation Organization, Canada	COVID-19 Aviation Safety Risk Management for CAAs (ASRM EN):	1D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector – Personnel Licensing (GSI PEL EN): Virtual Classroom	15D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector Airworthiness – Air Operator and Approved Maintenance Organization Certification (GSI AIR EN): Virtual Classroom	15D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector Operations – Air Cargo Certification (GSI AC EN): Virtual Classroom	5D
ICAO Course	International Civil Aviation Organization, Canada	ICAO Government Safety Inspector Operations – Air Operator Certification (GSI OPS EN): Virtual Classroom	15D
ICAO Course	International Civil Aviation Organization, Canada	Safety Risk Management Fundamentals (SRMF EN): Virtual Classroom	1D
ICAO Course	International Civil Aviation Organization, Canada	State Safety Programme (SSP EN): Virtual Classroom	6D
ICAO Course	International Civil Aviation Organization, Canada	Universal Safety Oversight Audit Programme (USOAP EN) Auditor Preparation: Virtual Classroom	5D
ICAO Course	International Civil Aviation Organization, Canada	Unmanned Aviation Fundamentals (UAF EN): Virtual Classroom	5D
Member-ICAO Course	Ethiopian Aviation Academy , Ethiopia	ICAO English Language Proficiency Interlocutor/Rater Initial Training: Virtual Classroom	5D
Member-ICAO Course	Singapore Aviation Academy	Oversight of Aircraft Leasing Operations: Virtual Classroom	5D
Member-ICAO Course	Singapore Aviation Academy	Personnel Licensing System: Virtual Classroom	5D
Member-ICAO Course	Servicios y Estudios para la Navegación Aérea y la Seguridad Aeronáutica (SENASA), Spain	Safety Management for Practitioners (SMxP EN): Virtual Classroom	5D
Partner-ICAO	UK CAA International (CAAi), United Kingdom	CAA Operational recovery during a Pandemic: Virtual Classroom	4D
Standardized Training Package	JAA Training Organisation (JAA TO), Netherlands	Safety Management for Approved Maintenance Organizations under ICAO/EASA Rules: Virtual Classroom	3D

TYPE	DEVELOPER	COURSE NAME	DURARTION
Member-ICAO Course	Ethiopian Aviation Academy , Ethiopia	ICAO English Language Proficiency Interlocutor/Rater Initial Training	5D
Member-ICAO Course Partner-ICAO Course	Ethiopian Aviation Academy , Ethiopia Airports Council International (ACI), Canada	ICAO English Language Proficiency Interlocutor/Rater Recurrent Training ACI - ICAO Aerodrome Certification: Virtual Classroom	4D 5D
Standardized Training Package	East African School of Aviation (EASA), Kenya	Air Navigation Services ATM Inspector: Virtual Classroom	9D
Standardized Training Package	East African School of Aviation (EASA), Kenya	Air Navigation Services CNS Inspector: Virtual Classroom	9D
Member-ICAO	Global Air Navigation Services LLC (GANS), United Arab Emirates	ATM Incident Investigation Techniques	5D

ONLINE OR WEB BASED TRAINING (WBT/CBT)

70. Global Aviation Training (GAT) has several online courses covering various areas of safety and safety management, aerodromes and ANS. The full short listed courses is in Table 4.

71. The also FAA also provides several WBT/CBT courses primarily limited for the benefit of its inspectors of the Flight Standards Division as listed in Table 5. Some of these courses are mandatory for all new hire inspectors whilst others prepare inspectors for specific job tasks. These courses are NOT usually available to non FAA staff, however under a special arrangement, access has been granted to inspectors of the BAG Member States to take several of these courses as applicable to their specialty and job functions.

72. In the immediate to medium term, as part of the recommendations to the AFI Strategy, **a similar request for selected courses may be made to the benefit of inspectors of the AFI Region.** In the end an agreement will be required between, either ICAO or AFCAC on the one hand and the FAA/DOT on the other hand, to actualize such an arrangement.

73. Both ICAO and FAA online courses cost about $150 per participant per course. **However, negotiations may be made to seek funding for the course fees as part of this programme**.

Table 4 RECOMMENDED GAT ONLINE COURSES

TYPE	DEVELOPER	COURSE NAME	DURATION
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Personnel Licensing and Training (PEL EN):	6H
ICAO Course	International Civil Aviation Organization, Canada	National Aviation Safety Plan (NASP EN): Online	6H
ICAO Course	International Civil Aviation Organization, Canada	Overview of Unmanned Aviation Fundamentals (OUAF EN): Online	2H
ICAO Course	International Civil Aviation Organization, Canada	Safety Management (SM EN): Online	13H
ICAO Course	International Civil Aviation Organization, Canada	Universal Safety Oversight Audit Programme Continuous Monitoring Approach Phase 1 (USOAP CMA EN): Online	25H
ICAO Course	International Civil Aviation Organization, Canada	Unmanned Aircraft Systems Operations (UASO EN): Online	2H
ICAO Course	International Civil Aviation Organization, Canada	Unmanned Aircraft Systems Regulations (UASR EN): Online	2H
ICAO Course	International Civil Aviation Organization, Canada	Unmanned Aircraft Systems Safety Management System (UASSMS EN): Online	2H
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Aerodromes and Ground Aids (AGA EN): Online	6H
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Air Navigation Services (ANS EN): Online	8H
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Aircraft Accident and Incident Investigation (AIG EN): Online	6H
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Aircraft Operations including Dangerous Goods (OPS EN): Online	6H
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Airworthiness of Aircraft (AIR EN): Online	6H
ICAO Course	International Civil Aviation Organization, Canada	USOAP CMA Phase 2 - Aviation Legislation and Civil Aviation Organization (LEG/ORG EN): Online	8H
STP	JAA Training Organisation (JAA TO), Netherlands	Introduction to safety regulation of Non-Military Drones	16H

*H - Hours

Table 5 RECOMMENDED FAA ONLINE COURSES

SERIAL	COURSE NUMBER	WBT/CBT COURSE	CATEGORY
1	27100177	Intro to ICAO and CAA Overview	General Admin/Technical
2	27100140	Introduction to Investigations	Resolution of Safety Issues
3	27019	Ground Deicing/Anti-icing for Airworthiness Inspectors	Certification - AOC
4	27020	Ground Deicing/Anti-icing for Operations inspectors	Certification - AOC
5	27027	Avionic Systems	Avionics
6	27032	Interpersonal Competencies for Inspectors	General Admin/Technical
7	27034	Introduction to Authorizing Documents	General Admin/Technical
8	27035	Introduction to Manual Management	General Admin/Technical
9	27100004	Introduction to Air Carrier Maintenance Program	Certification
10	27100007	General Maintenance Manual	Certification - AOC
11	27100177	Intro to ICAO and CAA Overview	General Admin/Technical
12	27100140	Introduction to Investigations	Resolution of Safety Issues
13	27019	Ground Deicing/Anti-icing for Airworthiness Inspectors	Certification - AOC
14	27020	Ground Deicing/Anti-icing for Operations Inspectors	Certification - AOC
15	27027	Avionic Systems	Avionics
16	27032	Interpersonal Competencies for Inspectors	General Admin/Technical
17	27034	Introduction to Authorizing Documents	General Admin/Technical
18	27035	Introduction to Manual Management	General Admin/Technical
19	27100004	Introduction to Air Carrier Maintenance Program	Certification
20	27100007	General Maintenance Manual	Certification - AOC
21	27100008	Minimum Equipment List (MEL)/Configuration Deviation List (CDL)	Certification - AOC
22	27100009	Airworthiness Directives (AD) Management	Airworthiness
23	27100015	Personnel Training Programs	Certification - AOC
24	27100016	Airmen/Crewmember Checks and Qualification	Certification - AOC

SERIAL	COURSE NUMBER	WBT/CBT COURSE	CATEGORY
25	27100017	Pilot Operating Limitations/Recent Experience	Certification - AOC
26	27100018	Aircraft Performance Operating Limits	Certification - AOC
27	27100022	Dispatch/Flight Release	Certification - AOC
28	27100023	Load Manifest and Weight and Balance control	Certification - AOC
29	27100024	Operational Control	Certification - AOC
30	27100028	Overview of Safety Management Systems	General Admin/Technical
31	27100031	Maintenance and Inspection Programs	Certification - AOC
32	27100033	Calibrated Tools and Test Equipment	Certification - AOC
33	27100034	Parts Pooling and Parts Borrowing	Certification - AOC
34	27100035	Short Term Escalation	Certification - AOC
35	27100041	Aircraft Fueling	Certification - AOC
36	27100043	Maintenance Facilities and Line Stations	Certification - AOC
37	27100044	Reduced Vertical Separation Minimums (RVSM) and Lower Landing Minimums	Certification - AOC
38	27100057	Engineering/Major Repairs and Alterations	Airworthiness
39	27100059	Weight and Balance	Certification - AOC
40	27100080	Records and Reporting Systems	Certification - AOC
41	27100082	Maintenance Training Programs	Certification - AOC
42	27100086	Maintenance Personnel and Certification Requirement	Certification - AOC
43	27100083	Introduction to Extended Operations (ETOPS) Maintenance Programs	Certification - AOC
44	27100120	Airmen Duties & Flight Deck Procedures (AC OPS)	Certification - AOC
45	27100121	Routes, Airports, and Areas of Operation	Certification - AOC
46	27100121	Routes, Airports, and Areas of Operation (AC OPS)	Certification - AOC
47	27100122	Flight, Duty, & Rest Requirements (AC OPS)	Certification - AOC
48	27100123	Cabin Safety Programs (AC OPS)	Certification - AOC
49	27100125	Flight Simulator Training Device Qualification	Certification - AOC
50	27100127	Aircrew Designated Examiner Programs	Certification - AOC
51	27100128	Hazardous Material Training	Certification - AOC
52	27100131	Reduced Vertical Separation Minimums (RVSM) for Air Carrier Operations Inspectors	Certification - AOC

SERIAL	COURSE NUMBER	WBT/CBT COURSE	CATEGORY
53	27100132	Part 119 Management Personnel	Certification - AOC
54	27100138	Air Carrier Ops ETOPS Advanced WBT	Surveillance
55	27100140	Introduction to investigations	Resolution of Safety Issues
56	27100141	Introduction to Exemptions, Deviations, and Waivers or Authorizations	General Admin/Technical
57	27200049	Aircraft Structural Loads: Requirements, Analysis, Testing and Certification -- University of Kansas course	Certification - AOC
58	27100102	External Load and Agricultural Operations	Aerial Work
59	27100067	Air Tour Operations	Air Operations
60	27100101	Public Aircraft Operations	Public Operations
61	27100102	Approve a Rotorcraft Class D training program	Aerial Work
62	27100075	RVSM for Operations Inspectors of General Aviation Operators	Air Operations
63	27100111	General Aviation Aircraft Performance Programs	Air Operations
64	27100142	How to Conduct a Part 129 Ramp Inspection	Foreign Operations
65	27100154	RVSM for Airworthiness Inspectors of General Aviation Operators	Air Operations
66	27100172	Overview of Oceanic and International Operations	Air Operations
67	27100068	CAT I, II, III Operations	Air Operations
68	27100074	Introduction to Special Navigation Authorizations	Air Operations
69	27100051	Introduction To Cabin Safety Programs	Air Operations
70	27100123	Cabin Safety Programs (AC OPS)	Air Operations
71	27100003	Introduction to Air Carrier Maintenance Organization	Airworthiness
72	27100056	Engine Condition Monitoring	Surveillance - Air Operator
73	27100099	General Aviation Aircraft Maintenance and Inspection Programs	Airworthiness
74	27100151	General Aviation Avionics and Avionics Test Equipment	Airworthiness

SERIAL	COURSE NUMBER	WBT/CBT COURSE	CATEGORY
75	27100163	General Aviation Operator Airworthiness Reporting for Airworthiness Inspectors	Airworthiness
76	27100174	Aircraft Airworthiness for General Aviation Inspectors	Airworthiness
77	27100181	General Aviation Operator Safety Program for Airworthiness Inspectors	Airworthiness
78	27100200	Introduction to Continuing Analysis and Surveillance Systems	Airworthiness
79	27100183	Cockpit and Cabin Enroute Training Video	Air Operations
80	27100116	GPS Refresher	Air Operations
81	27100186	Overview AFS On-The-Job Training (OJT) Techniques	General Admin/Technical

ON-THE-JOB TRAINING

74. As stated in paragraph 41, inspectors must complete OJT training from a qualified OJT Instructor for every Job Task that an Inspector will be authorized to conduct without assistance. FAA WBT/CBT Course 27100186 gives an Overview of On-The-Job Training (OJT) Techniques whilst the FAA Course 25702 covers more OJT Techniques. A CAA must have at least one qualified OJT Instructor for each speciality and in each major Job Function.

75. This is a course that, in the short term, **ICAO could negotiate with the FAA to have some qualified GSI instructors who have attended this course certified by the FA**A to teach the course. In the long term AFI ATO should be encouraged to develop this course.

TARGET STATES

76. As part of the strategy for the immediate future it is recommended that the following states that have an EI less than the GASP target of 60% should be targeted as priority for support.

WACAF

In descending order of priority

Country	Likely Training Language
1. Central African Republic	Francophone
2. Guinea Bissau	Portuguese
3. Sierra Leone	English
4. Liberia	English
5. Sao Tome and Principe	Portuguese
6. Guinea	Francophone
7. Chad and	Francophone
8. Democratic Republic of Congo	Francophone

ESAF

In descending order of priority

1. Eritrea	English
2. Lesotho	English
3. Eswatini	English
4. Comoros	Francophone
5. Djibouti	Francophone
6. Malawi	English
7. Seychelles	English/French
8. Burundi	Francophone/English
9. Angola	Portuguese
10. Zimbabwe	English

RASG EUR

In descending order of priority

1. Algeria	Francophone
2. Tunisia	French/English

RASG MID

1. Libya	English/French
2. Sudan	English/Arabic

77. One of the challenges facing the AFI region is language variation. Most of the base ICAO courses such as the GSIs are in English with no translations into

ICAO official languages. Several inspectors from Francophone countries do attend these courses in English though but it is difficult to determine how beneficial it has been as against if the courses were in the French language.

78. As part of the medium to long term strategy, **ICAO should consider translating the GSI courses at least into French.**

79. Secondly, for the short term more **Instructors fluent in French and English should be certified to teach the GSI courses.** That way further explanations could be rendered to participants with limited English language proficiency by instructors as and when required during course instruction.

80. The 5 states of the following 15 AFI States that have operational restrictions, as at the time of preparing this report, with regard to European airspace but with EI greater than 60% should be included among the target priority states: Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Liberia, Libya, Nigeria, Angola, Congo, Gabon, Sudan, Sao Tome and Principe, Sierra Leone, Zimbabwe, Comoros. The 5 states are:

    1. Equatorial Guinea
    2. Nigeria
    3. Congo
    4. Gabon
    5. Sudan

ICAO GSI INSTRUCTOR CERTIFICATION

81. Data from the ICAO Global Aviation Training (GAT) website **igat.icao.int/tpems** shows the following distribution of certified GSI instructors who are **current** by native location in the AFI Region:

Table 5

GAT GSI INSTRUCTOR DISTRIBUTION IN AFI REGION					
GSI AIRWORTHINESS		**GSI PERSONNEL LICENCE**		**GSI FLIGHT OPERATIONS**	
Ghana	3	Ghana	3	Ghana	1
Kenya	2	Kenya	2	Kenya	2
South Africa	1	Tanzania	1	South Africa	1
Tanzania	1	Nigeria	1	Nigeria	1
Nigeria	1				
Niger	1				
Total	**8**	**Total**	**7**	**Total**	**5**
WACAF	**5**	**WACAF**	**4**	**WACAF**	**2**
ESAF	**3**	**ESAF**	**3**	**ESAF**	**3**

82. Currently, recruitment as instructors is voluntary subject to meeting the qualification and experience requirements of GAT. Some have suggested that more instructors be certified in several states. However, GAT has its own policy on certification of instructors which should meet at least two criteria in addition to qualification and experience; uniform regional distribution and opportunity for each instructor to teach at least one class per every 18 months to maintain currency.

83. It will be interesting to seek GAT opinion on increasing the number of instructors in the AFI region. As stated in paragraph 50 above, a few more instructors fluent in French should be certified to teach the GSI courses possibly pairing with more experienced English-speaking instructors for courses where participants will be predominantly French speaking. **GAT should consider accepting at least one more Airworthiness instructor (in ESAF region), and two PEL and 2 OPS instructors, one each from WACAF and ESAF region.**

IMPLEMENTATION STRATEGY AND REQUIRED RESOURCES

IMPLEMENTATION STRATEGY

84. Costing the implementation of the above plan is very difficult as data for the exact number of beneficiaries is not readily available and the courses have varied pricing. This section of the report seeks to suggest some sources and methods by which recommended training may be achieved.

85. Online courses typically cost 150 US $ per course per participant. **However, a discount or a waiver of this fee may be negotiated with partners for the purpose of this programme.**

86. The (ICAO) Government Safety Inspector (GSI) training courses, namely Airworthiness (AIR), Personnel Licensing (PEL) and Operations (OPS), are now available at all TRAINAIR PLUS Programme (TPP) Members' Training Centres. Training Centres typically plan and request approval from GAT to host the courses. The course fees and are invoiced by GAT for:

   a. Instructors teaching fees
   b. Instructor travel costs if applicable
   c. Instructor DSA including accommodation
   d. Other ICAO administrative charges

87. Where instructors are recruited staff of the Training Centre or staff of the local CAA teaching fees are usually handled according to the working conditions applicable at the Training Centre or the CAA. **Some centres pay about 40% of the normal ICAO rate of 450 US $ per day to its own instructors as an incentive**. Where such arrangements have not been agreed it has typically been very difficult to get local instructors interested in teaching these 3 weeks courses.

88. Where available **the use of Training Centre or staff of the local CAA as instructors has been very economical** as Travel Costs and DSA are avoided. Experience, however, shows that local instructors are typically distracted as they continue to perform other tasks for the CAA during the training period. Alternatively, the same economy of cost can be attained via virtual classroom instruction which is available for all three GSI courses.

89. In view of the above variations, course fees vary depending on the centre. All the three GSI Courses are of almost 3 weeks duration each and course fees vary between 2,300 US $ in some AFI Training Centres to about 5,400 US $ at the FAA Academy.

90. The course fees for FAA 15209001 Resolution of Safety Concerns (RSC) (40 hours) and FAA 15212001 Surveillance of Service Providers (56 hours) are about US $ 1,900 and 1,950.00 respectively and are available in virtual classroom. As these courses are currently taught by FAA instructors, it is **recommended that negotiations are made with the US DOT to seek a direct funding support.**

91. In the short term therefore, **it is recommended that one each of the following 5 courses be organised in the virtual classroom for the AFI region**.

    a. GSI Ops
    b. GSI Air
    c. GSI PEL
    d. Surveillance
    e. RSC

92. Depending on the success and feedback they may be repeated as many times as required to bridge the gap or substituted with the classroom versions.

FUNDING OPTIONS

93. Funding has always been a challenge. It is important to state that, fundamentally, the State (nationally CAA) is responsible for funding the training of its technical personnel (Inspectors). In the past the US DOT through Safe Skies Africa has been extremely supportive of funding training courses such as the 3 GSI courses (OPS, AIR and PEL) in Africa through the FAA.

94. Others, such as EASA, have also funded some training such as the Safety Assessment of Foreign Aircraft (SAFA) and Special Approvals, whilst other states such as Singapore offered scholarships to some participants from Africa for training at the Singapore Aviation Academy on various courses.

95. In 2009, ALSA S.A - Luxembourg Aviation Safety Agency under the funding of the Luxemburg Government provided sponsored training to Inspectors from the AFI region in Operational Safety Audit.

96. It is possible that there may be several other examples of these types of support. A mechanism to get support is probably to table a proposal at say a **special stakeholder event** or workshop where an appeal could be made to individual Agencies, Organisations, ICAO Member States etc for support.

97. It is therefore **recommended that negotiations be had with the following institutions and agencies among others for financial support to meet the objectives of this project:**

    a. FAA/DOT
    b. EASA
    c. Singapore Government through the Singapore Academy
    d. World Bank
    e. IMF
    f. African Development Bank
    g. ICAO Member States

APPENDIX A

MINIMUM ASI NEW HIRE QUALIFICATION

APPENDIX A – MINIMUM ASI NEW HIRE QUALIFICATION

The minimum requirements for new-hire CAA Aviation Safety Inspectors who are selected from the aviation industry have been provided below. While not absolute, these qualifications and experience requirements provide important guidelines for initial employment of new inspectors. The specific person specifications requirements for hiring new inspectors are captured in the HR Procedures and Policy Manual.

General Requirements for all Flight Standards Inspectors - New Hires
Broad air transport background of three years or more/ Relevant academic and technical education in related specialties.
Experience with the problems of operating or maintaining transport aircraft.
Meteorological and climatological knowledge and experience.
Experience in technical training including visual aids, training devices and aircraft flight simulators
Reputation for possessing qualities of initiative, tact, tolerance and patience

In addition to these general requirements, the CAA also typically provides specific technical requirements for all categories of Inspectors. These requirements are given in the tables below:

Flight Operations Inspectors **Specific Technical Requirements for New Hires**
5000 hours as a pilot-in-command of transport type civil or military aircraft.
Note: The flight experience of new hire inspectors should be commensurate with their intended duties. For instance, inspectors who will work only in general aviation would not require flight time in transport type aircraft.
Current Airline Transport Pilot's license Note: Most States will accept a Commercial Pilot License in lieu of an ATPL.
Previous appointments either in operational management, as an airline pilot or training instructor, or as a military pilot where experience in air transport operations would have been acquired

Airworthiness Inspectors
Specific Technical Requirements for New Hires
Extensive academic and technical education
Progressed through positions of increased technical and supervisory responsibility in the aviation industry or the military services.
At least five years of technical employment is normally required to obtain the minimum qualifications and experience needed to perform the duties of a basic starting position as an Airworthiness Inspector in the maintenance or avionics field.
Possess aeronautical licenses, certificates or academic degrees commensurate with their job responsibilities (e.g flight engineer certificate, technical/engineer/mechanic certificate with airframe and power plant ratings, electronics technician, etc

Cabin Safety Inspector
Specific Technical Requirements for New Hires
Must be qualified on at least one type of aircraft and experienced on comparable routes to the route expected to conduct inspections.
Must possess a broad air transport background of a minimum of 5 years
Experience in technical training programme development including visual aids, design of procedures, instructional techniques, training devices, aircraft mock-ups and supervision will be of advantage.
In addition to proven integrity, should possess qualities of initiative, tact, tolerance and patience.   Cabin Safety Inspectors are required to maintain flight attendant qualifications however they may not act as operating flight attendants or crew mem

Licensing Inspector

Specific Technical requirements for New Hires

Aviation Safety Inspector (Flight Crew, Licensing)

A minimum of secondary education certificate. Applicants with higher education such as a University degree will be preferred.

Holds or have held a professional licence – CPL or F/Engineer Licence. A broad air transport background of five years or more.

Aviation Safety Inspector (ATC, Licensing)

In the case of ASI (ATC) the minimum educational qualification is the B.sc degree in any of the physical sciences or geography.

Holds or have held a professional licence with appropriate ATC ratings and minimum of 5 years of post licence/rating experienc

Aviation Safety Inspector (Flight Dispatcher, Licensing)

The minimum Educational qualification is a B.Sc Degree in any of the physical science or Geography

Must possess broad aviation background of a minimum of 5 years experience in operations of air transport, military or civil

Must possess experience in technical training programme development including visual aids, design of procedures, instructional techniques, training devices, aircraft mock-ups and supervision. Previous appointments either in operational management as an airline pilot or training instructor, or as a Military Pilot where experience in air transport operations would have been acquired will be an advantage.

Aviation Safety Inspector (AME, Licensing) Academic and Professional Qualifications

A holder of a University Degree in relevant field e.g. aeronautical, mechanical, electrical, electronic, or telecommunication; or equivalent professional qualifications.

For graduates, except for aeronautical engineers, they should have attended or be provided with a basic training in aircraft maintenance engineering;

For equivalent professional qualifications they should possess aircraft maintenance engineer's licenses with ratings or appropriate approvals,

commensurate with their job responsibilities, i.e., Licences with airframe and power plant and Avionics ratings.

Experience

Have progressed through positions of increased technical and supervisory responsibility in the aviation industry covering civil and/or military aviation as appropriate.

At least 5 years or more post Licence and type rating experience.

Other Attributes

The Inspectors should possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature and possess the ability to get along well with people.

Aviation Safety Inspector (ATSEP, Licensing)

In the case of ASI (ATSEP) the minimum educational qualification is the B.sc degree in any of the engineering fields.

Holds or have held a professional licence with appropriate ratings and minimum of 5 years of post licence/rating experience

Aviation Safety Inspector (ASOL)

The minimum educational qualification is the B.sc degree in any of the physical sciences or geography.

Holds or have held an Aeronautical Station Operator Licence with at least 5 years of post licence experience.

Aerodrome Inspectors

Specific Technical Requirements for New Hires

Civil or Electrical Engineer with adequate experience in aerodrome planning, operation or maintenance; or

Persons with airport management, flight operations or air traffic control backgrounds with training in the appropriate elements of aerodrome engineering relevant to aerodrome inspection.

Flight training, airport management experience and knowledge ofmodern safety management systems are desirable

AIS/AIM Inspectors
Specific Technical Requirements for New Hires
University degree or equivalent qualifications in the field of Air Navigation
A minimum of 5 years' Experience in a modern, up-to-date environment in ANS and AIS/AIM in the aviation industry Experience in the development of ATC procedures and aeronautical charts Experience in organisation/management   of AIS/AIM in an ATS provider or
Experience in participating in ISO and AIS/AIM automation is desirable.

AEROMET Inspectors
Specific Technical Requirements for New Hires
Appropriate University Degree or satisfactory completion of course as Aeronautical Meteorologist
A minimum of 5 year practical experience as meteorologist in the analysis of weather information including experience in analysis of weather information for forecasting and experience in the interpretation of MET radar and satellite information, weather phenomena hazardous to aviation meteorology. Area of experience should be commensurate with intended duties.
Experience in the administration and operation of aeronautical meteorological services and in the procurement, provision, siting, maintenance and calibration requirement of met instrumentation.
Good working knowledge of relevant aeronautical telecommunication, ATS procedures World Area Forecast Centres (WAFC) and Met Watch Offices (MWO).

AEROTEL Inspectors

Specific Technical Requirements for New Hires

Electronics Engineer or equivalent academic qualification
Possess ATSEP   licence wih rating in Communication or Naviads or Surveillance or Power or Data Processing. Rating should be relevant to intended duties.
A minimum of 5 year experience in the planning design, installation, and evaluation and maintenance of aeronautical telecommunication (Aerocomm) systems or navigation aids or surveillance systems for aerodromes (HF, VHF, NDB, VOR, DVOR, DME, ILS, primary or secondary radar/ADS/SMR and ACAS). Area of specialization should be relevant to the intended duties. Experience in the site planning and configuration of COM/NAVAIDS/SURVEILANCE facilities and equipment.
Knowledge of aircraft operational characteristics, ATC and related airport operations.

ATS Inspectors

Specific Technical Requirements for New Hires

Professional Qualification and Training as air traffic controller
ATC licence with rating in tower control or approach control or area/route radar control and ICAO English Language Proficiency Level 4.
At least five years' experience in tower control or approach control or area/route radar control at a mid-size airport
Rating obtained and area of experience should be commensurate with intended area of responsibilities
Experience in the OJT training of controllers

AVSEC Inspectors (RESERVED)

Specific Technical Requirements for New Hires

Professional Qualification and Training as

APPENDIX B

FORMAL COURSE PROFILES

APPENDIX B1 FORMAL COURSE PROFILES FOR FLIGHT STANDARD AND AIG

Suggested Training Profiles for AIG is as follows:

1. Initial (indoctrination) training
2. Basic accident investigation (Refresher/Continuation) course
3. Advanced accident investigation course supplemented by specialized follow-on courses and:
4. On-the-job training (OJT)

Suggested Training Profiles for Flight Standards

It is important to noted that there are other areas of specialisation designations within the 3 flight standards categories indicated below such as: Air Cargo, Dangerous Goods, SMS/SSP, Aero Medical, Dispatch etc. The list is endless and for further specialised qualification the inspector needs to add one or more of the relevant special courses captured in the Formal Training Profiles to his personal profile.

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

Training Course	Subject Area	OPS	AIR	PEL - OPS/AIR
INITIAL TRAINING FOR ALL AVIATION SAFETY INSPECTORS				
New Hire Employment Orientation or Indoctrination	General Admin/Technical	X	X	X
Intro to ICAO and CAA Overview	General Admin/Technical	X	X	X
Aircraft Accident Investigation	Resolution of Safety Issues	X	X	X
Resolution of Safety Concerns (RSC)	Resolution of Safety Issues	X	X	X
Crew Resource Management Introduction	Certification - AOC	X		X
Maintenance Resource Management	Certification – AOC		X	
ICAO GSI Air Operator Certification - OPS	Certification - AOC	X		X
ICAO GSI Air Operator Certification and AMO Certification - Airworthiness	Certification - AOC and AMO		X	X
ICAO GSI Personnel Licensing	Personnel Licensing/Surveillance/Resolution of Safety Issues	X	X	X
Ground Deicing/Anti-icing for Airworthiness Inspectors	Certification - AOC		X	X
Ground Deicing/Anti-icing for Operations Inspectors	Certification - AOC	X		X
Avionic Systems	Avionics	X	X	X
Interpersonal Competencies for Inspectors	General Admin/Technical	X	X	X
Introduction to Authorizing Documents	General Admin/Technical	X	X	X
Introduction to Manual Management	General Admin/Technical	X	X	X
Work Tracking System Note: CAA should substitute its version of this course	Surveillance	X	X	X
Air Cargo Operations	Certification	X	X	X
En Route Inspection Procedures	Certification - AOC	X	X	X
Introduction to Air Carrier Maintenance Programmes	Certification		X	X
General Maintenance Manual	Certification - AOC		X	X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

	CAA Training Course	Subject Area	OPS	AIR	PEL - OPS/AIR
INITIAL TRAINING FOR ALL AVIATION SAFETY INSPECTORS					
	Minimum Equipment List (MEL)/Configuration Deviation List (CDL)	Certification - AOC		X	X
	Airworthiness Directives (AD) Management	Airworthiness		X	X
	Personnel Training Programmes	Certification - AOC	X		x
	Airmen/Crewmember Checks and Qualifications	Certification - AOC	X		X
	Pilot Operating Limitations/Recent Experience	Certification - AOC	X		X
	Aircraft Performance Operating Limits	Certification - AOC	X		X
	Dispatch/Flight Release	Certification - AOC	X		X
	Load Manifest and Weight and Balance Control	Certification - AOC	X		X
	Operational Control	Certification - AOC	X		X
	Overview of Safety Management Systems	General Admin/Technical	X	X	X
	Maintenance and Inspection Programmes	Certification - AOC		X	X
	Calibrated Tools and Test Equipment	Certification - AOC		X	X
	Parts Pooling and Parts Borrowing	Certification - AOC		X	X
	Short Term Escalation	Certification - AOC		X	X
	Aircraft Fueling	Certification - AOC		X	X
	Maintenance Facilities and Line Stations	Certification - AOC		X	X
	Reduced Vertical Separation Minimums (RVSM) and Lower Landing Minimums	Certification - AOC		X	X
	Engineering/Major Repairs and Alterations	Airworthiness		X	X
	Weight and Balance	Certification - AOC		X	X
	Records and Reporting Systems	Certification - AOC		X	X
	Maintenance Training Programmes	Certification - AOC		X	X
	Maintenance Personnel and Certification Requirements	Certification - AOC		X	X
	Introduction to Extended Operations (ETOPS) Maintenance Programmes	Certification - AOC		X	X
	Airmen Duties & Flight Deck Procedures (AC OPS)	Certification - AOC	X		X
	Routes, Airports, and Areas of Operation	Certification - AOC	X		X
	Routes, Airports, and Areas of Operation (AC OPS)	Certification - AOC	X		X
	Flight, Duty, & Rest Requirements (AC OPS)	Certification - AOC	X		X
	Cabin Safety Programmes (AC OPS)	Certification - AOC	X		X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

Training Course	Subject Area	OPS	AIR	PEL - OPS/AIR
INITIAL TRAINING FOR ALL AVIATION SAFETY INSPECTORS				
Flight Simulator Training Device Qualification	Certification - AOC	X		X
Aircrew Designated Examiner Programmes	Certification - AOC	X		X
Hazardous Material Training	Certification - AOC	X		X
Reduced Vertical Separation Minimums (RVSM) for Air Carrier Operations Inspectors	Certification - AOC	X		X
Part 119 Management Personnel	Certification - AOC	X		X
Air Carrier Ops ETOPS Advanced WBT	Certification - AOC	X		X
Compliance and Enforcement Introduction	Resolution of Safety Issues	X	X	X
Introduction to Exemptions, Deviations, and Waivers or Authorizations	General Admin/Technical	X	X	X
Safety Management	General Admin/Technical	X	X	X
HELICOPTER SPECIFIC (NON EXTERNAL LOAD)				
Introduction to Basic Loads	Certification - AOC	X	X	X
Heliport Evaluation	Certification - AOC	X	X	
General Aviation Operations Helicopter Indoctrination	Certification - AOC	X	X	X
Helicopter VFR/IFR Refresher	Certification - AOC	X		X
Aircraft Structural Loads: Requirements, Analysis, Testing and Certification -- University of Kansas course	Certification - AOC	X	X	X
AIR OPERATOR INSPECTOR SUBJECTS - DISPATCH SPECIALTY				
Aircraft Dispatcher Functions	Air Operations	X		X
AIR OPERATOR INSPECTOR SUBJECTS - SIMULATOR SPECIALTY				
Flight Simulation Training Device Evaluation*	Air Operators/Personnel Licensing	X		X
Advanced Flight Simulation Training Device Evaluation*	Air Operators/Personnel Licensing	X		X
INSPECTOR SUBJECTS - AERIAL WORK/PUBLIC USE				
External Load and Agricultural Operations	Aerial Work	X	X	
Agricultural Aircraft Operator Certification and Surveillance	Aerial Work	X	X	

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

	Training Course	Subject Area	OPS	AIR	PEL - OPS/AIR
INSPECTOR SUBJECTS - AERIAL WORK/PUBLIC USE					
	Air Shows Ground and Air Operations - contractor provided to FAA	Aerial Work	X		
	Air Ambulance Operations Oversight (AAOO)	Air Operations		X	
	Air Tour Operations	Air Operations	X	X	
	Public Aircraft Operations	Public Operations	X	X	
	Approve a Rotorcraft Class D training Programme	Aerial Work	X		
INSPECTOR SUBJECTS - JOB FUNCTION SPECIFIC/ADVANCED					
	Inspector flying/type rating currency - initial	Certification/PEL	X		X
	Inspector maintenance aircraft type training - initial	Certification/AMO/Airworthiness/PEL		X	X
	System Safety	General Admin/Technical	X	X	X
	Emergency Evacuation and Survival Equipment*	Air Operations	X	X	
	Surveillance Parts 91/121/125/135 Operator	Surveillance	X	X	X
	Advanced Aircraft Familiarization	Airworthiness	X		X
	Operator Contract Training Oversight	Surveillance	X	X	X
	Night Vision Imaging System (NVIS) and Night Vision Goggle (NVG) initial pilot training	Air Operations	X		
	Oceanic and International Operations*	Air Operations	X	X	
	Night Vision Goggle (NVG) initial pilot training	Air Operations	X		X
	RVSM for Operations Inspectors of General Aviation Operators	Air Operations	X		
	General Aviation Aircraft Performance Programmes	Air Operations	X		
	How to Conduct a Part 129 Ramp Inspection	Foreign Operations	X	X	
	RVSM for Airworthiness Inspectors of General Aviation Operators	Air Operations		X	
	Overview of Oceanic and International Operations	Air Operations	X	X	
	CAT I, II, III Operations	Air Operations	X		
	Introduction to Special Navigation Authorizations	Air Operations	X		
	Aircraft Reliability Training Course	Air Operations	X	X	

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

	Training Course	Subject Area	OPS	AIR	PEL - OPS/AIR
CABIN SAFETY SPECIALTY					
	Introduction To Cabin Safety Programmes	Air Operations	X		
	Aviation Land and Water Survival School	Air Operations	X	X	
	Cabin Safety Programmes (AC OPS)	Air Operations	X		
	Survival Factors in Aviation Accidents	Air Operations			
	Aircraft Cabin Safety Aircraft Investigation	Resolution of Safety Issues	X	X	
AIRWORTHINESS INSPECTOR SUBJECT - JOB FUNCTION SPECIFIC/ADVANCED					
	Flight Standards Air Carrier Evaluation Programme Orientation	Airworthiness		X	
	Suspected Unapproved Parts	Surveillance - Air Operator		X	
	Aircraft Alterations and Repairs	Airworthiness		X	
	Non-Destructive Inspection and Evaluation	Airworthiness		X	
	Aging Aircraft - Corrosion Prevention and Control Programme - Outside Provider	Airworthiness		X	
	Contract Maintenance And Maintenance Providers Oversight	Surveillance - Air Operator		X	
	Introduction to Air Carrier Maintenance Organization	Airworthiness		X	
	Engine Condition Monitoring	Surveillance - Air Operator		X	
	General Aviation Aircraft Maintenance and Inspection Programmes	Airworthiness		X	
	General Aviation Avionics and Avionics Test Equipment	Airworthiness		X	
	General Aviation Operator Airworthiness Reporting for Airworthiness Inspectors	Airworthiness		X	
	Aircraft Airworthiness for General Aviation Inspectors	Airworthiness		X	
	General Aviation Operator Safety Programme for Airworthiness Inspectors	Airworthiness		X	
	Introduction to Continuing Analysis and Surveillance Systems	Airworthiness		X	
	Parachute Rigger Certification	Airworthiness		X	
AVIONICS SPECIALTY					
	Automatic Flight Controls (WBT)	Avionics		X	X
	NexGen Advanced Navigation (WBT)	Air Operations	X	X	X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

	Training Course	Subject Area	OPS	AIR	PEL - OPS/AIR
AVIONICS SPECIALTY					
	Traffic Alert and Collision Avoidance Systems (contractor provided to FAA)	Air Operations	X	X	X
	Enhanced Ground Proximity Terrain Avoidance Warning Systems - contract provider to FAA	Air Operations	X	X	X
	Elements of Avionics Major Alterations	Air Operations		X	
PERSONNEL LICENSING INSPECTOR SUBJECT - EXAMINER SPECIALTY					
	ICAO GSI Designated Examiners	Personnel Licensing	X	X	X
PERSONNEL LICENSING INSPECTOR SUBJECT - TRAINING ORGANIZATION SPECIALTY					
	ICAO GSI Approved Training Organization (GSI)	ATO/Surveillance/Resolution of Safety Issues	X	X	X
RECURRENT TRAINING EXAMPLES					
	Inspector flying/type rating recurrent	Certification/PEL	X		X
	Maintenance aircraft and/or technology training recurrent	Certification/AMO/Airworthiness/PEL		X	X
	CRM Recurrent for Operations Inspectors	Certification - AOC	X		
	Air Carrier Operations Inspector Job Functions (Recurrent)	Air Operations	X		
	Compliance and Enforcement Recurrent Training	Resolution of Safety Issues	X	X	X
	Night Vision Goggle (NVG) Recurrent Pilot Training	Air Operations	X		
	Cockpit and Cabin Enroute Training Video	Air Operations	X	X	X
	GPS Refresher	Air Operations	X		
JOB SPECIFIC SUBJECTS					
	Overview AFS On-The-Job Training (OJT) Techniques	General Admin/Technical	X	X	X
	AFS OJT Techniques	General Admin/Technical	X	X	X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles

	Training Course	Subject Area	OPS	AIR	PEL - OPS/MX
	JOB SPECIFIC SUBJECTS				
	Briefing and Presentation Techniques (Web course 05111 is prerequisite)	General Admin/Technical	X	X	
	Instructor Effectiveness Training	General Admin/Technical	X	X	
	Principal Inspector Fundamentals (Course 22006 System Safety is prerequisite)	General Admin/Technical	X	X	
	ACCIDENT INVESTIGATION COURSES				
	Advanced Aircraft Accident Investigation*	Resolution of Safety Issues	X	X	X
	Human Factors in Aircraft Accident Investigation*	Resolution of Safety Issues	X	X	X
	Rotorcraft Aircraft Accident Investigation*	Resolution of Safety Issues	X	X	X
	Turbine Engine Accident Investigation	Resolution of Safety Issues	X	X	X
	Human Factors Principles	Resolution of Safety Issues	X	X	X
	Aviation Safety Programme Manager	Resolution of Safety Issues	X		X
	Advanced Rotorcraft Accident Investigation	Resolution of Safety Issues	X	X	X
	Experimental Aircraft Accident Investigation*	Resolution of Safety Issues	X	X	X
	Human Factors in Aviation maintenance -	Resolution of Safety Issues		X	X
	Advanced General Aviation Accident Investigation	Resolution of Safety Issues	X		X
	Advanced Commercial Aviation Accident Investigation	Resolution of Safety Issues	X		X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Suggested Flight Standards Directorate Inspector Training Profiles Per Categories

Course Number	Subject Area	Training Course	OPS	AIR	PEL - OPS/MX
		GENERAL ADMINISTRATIVE AND TECHNICAL			
	A. General	New Hire Employment Orientation (Benefits, Ethics, Conduct, Discipline, Travel,	X	X	X
	A. General	Intro to ICAO and CAA Overview	X	X	X
	A. General	Interpersonal Competencies for Inspectors	X	X	X
	A. General	Introduction to Authorizing Documents	X	X	X
	A. General	Introduction to Manual Management	X	X	X
	A. General	Overview of Safety Management Systems	X	X	X
	A. General	Introduction to Exemptions, Deviations,and Waivers or Authorizations	X	X	X
GAT STP	A. General	Safety Management	X	X	X
	A. General	System Safety	X	X	X
	A. General	Overview AFS On-The-Job Training (OJT)Techniques	X	X	X
	A. General	AFS OJT Techniques	X	X	X
	A. General	Briefing and Presentation Techniques (Web course 05111 is prerequisite)	X	X	X
	A. General	Instructor Effectiveness Training	X	X	X
	A. General	Principal Inspector Fundamentals (Course 22006 System Safety is prerequisite)	X	X	X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Course Number	Subject Area	Training Course	OPS	AIR	PEL - OPS/MX
AIR OPERATIONS CERTIFICATION AND AUTHORIZATION					
	B. Aerial Work	External Load and Agricultural Operations	X	X	
	B. Aerial Work	Agricultural Aircraft Operator Certification and Surveillance	X	X	
	B. Aerial Work	Air Shows Ground and Air Operations -contractor provided to FAA	X		
	B. Aerial Work	Approve a Rotorcraft Class D training Programme	X		
	B. Air Operations	Oceanic and International Operations*	X	X	
	B. Air Operations	NexGen Advanced Navigation (WBT)	X	X	X
Commercial Vendor	B. Air Operations	Traffic Alert and Collision Avoidance Systems (contractor provided to FAA)	X	X	X
Commercial Vendor	B. Air Operations	Enhanced Ground Proximity Terrain Avoidance Warning Systems - contract provider	X	X	X
	B. Air Operations	Elements of Avionics Major Alterations		X	
	B. Air Operations	Air Carrier Operations Inspector Job	X		
Commercial Vendor	B. Air Operations	Night Vision Goggle (NVG) Recurrent Pilot Training	X		
	B. Air Operations	Cockpit and Cabin Enroute Training Video	X	X	X
	B. Air Operations	GPS Refresher	X		
	B. Air Operations	Aircraft Dispatcher Functions	X		
	B. Air Operations	Air Ambulance Operations Oversighting (AAOO)		X	
	B. Air Operations	Air Tour Operations	X	X	
Commercial Vendor	B. Air Operations	Emergency Evacuation and Survival Equipment*	X	X	
	B. Air Operations	Night Vision Imaging System (NVIS) and Night Vision Goggle (NVG) initial pilot training		X	
Commercial Vendor	B. Air Operations	Night Vision Goggle (NVG) initial pilot	X		X
	B. Air Operations	RVSM for Operations Inspectors of General Aviation Operators	X		
	B. Air Operations	General Aviation Aircraft Performance Programmes	X		
	B. Air Operations	RVSM for C. Airworthiness Inspectors of General Aviation Operators		X	
	B. Air Operations	Overview of Oceanic and International Operations	X	X	
	B. Air Operations	CAT I, II, III Operations	X		
	B. Air Operations	Introduction to Special Navigation Authorizations	X		

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Course Number	Subject Area	Training Course	OPS	AIR	PEL - OPS/MX
	AIR OPERATIONS CERTIFICATION AND AUTHORIZATION				
	B. Air Operations	Introduction To Cabin Safety Programmes			
	B. Air Operations	Aviation Land and Water Survival School	X	X	
	B. Air Operations	Cabin Safety Programmes (AC OPS)	X		
	B. Air Operations	Survival Factors in Aviation Accidents			
	B. Air Operators/Personnel	Flight Simulation Training Device	X		X
	B. Air Operators/Personnel	Advanced Flight Simulation Training	X		X
	B. Certification	Air Cargo Operations	X	X	X
	B. Certification - AOC	Crew Resource Management Introduction	X		X
	B. Certification - AOC	Ground Deicing/Anti-icing for Operations In	X		X
	B. Certification - AOC	En Route Inspection Procedures	X	X	X
	B. Certification - AOC	General Maintenance Manual		X	X
	B. Certification - AOC	Minimum Equipment List (MEL)/Configuration Deviation List (CDL)		X	X
	B. Certification - AOC	Personnel Training Programmes	X		x
	B. Certification - AOC	Airmen/Crewmember Checks and Qualifications	X		X
	B. Certification - AOC	Pilot Operating Limitations/Recent Experience	X		X
	B. Certification - AOC	Aircraft Performance Operating Limits	X		X
	B. Certification - AOC	Dispatch/Flight Release	X		X
	B. Certification - AOC	Load Manifest and Weight and Balance Control	X		X
	B. Certification - AOC	Operational Control	X		X
	B. Certification - AOC	Maintenance and Inspection Programmes		X	X
	B. Certification - AOC	Calibrated Tools and Test Equipment		X	X
	B. Certification - AOC	Parts Pooling and Parts Borrowing		X	X
	B. Certification - AOC	Short Term Escalation		X	X
	B. Certification - AOC	Aircraft Fueling		X	X
	B. Certification - AOC	Maintenance Facilities and Line Stations		X	X
	B. Certification - AOC	Reduced Vertical Separation Minimums (RVSM) and Lower Landing Minimums		X	X
	B. Certification - AOC	Weight and Balance		X	X
	B. Certification - AOC	Records and Reporting Systems		X	X
	B. Certification - AOC	Maintenance Training Programmes		X	X
	B. Certification - AOC	Maintenance Personnel and Certification Requirements		X	X
	B. Certification - AOC	Introduction to Extended Operations (ETOPS) Maintenance Programmes		X	X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Course Number	Subject Area	Training Course	OPS	AIR	PEL - OPS/MX
AIR OPERATIONS CERTIFICATION AND AUTHORIZATION					
	B. Certification - AOC	Airmen Duties & Flight Deck Procedures (AC OPS)	X		X
	B. Certification - AOC	Routes, Airports, and Areas of Operation	X		X
	B. Certification - AOC	Routes, Airports, and Areas of Operation (AC OPS)	X		X
	B. Certification - AOC	Flight, Duty, & Rest Requirements (AC OPS)	X		X
	B. Certification - AOC	Cabin Safety Programmes (AC OPS)	X		X
	B. Certification - AOC	Flight Simulator Training Device Qualification	X		X
	B. Certification - AOC	Aircrew Designated Examiner Programmes	X		X
	B. Certification - AOC	Hazardous Material Training	X		X
	B. Certification - AOC	Reduced Vertical Separation Minimums (RVSM) for Air Carrier Operations	X		X
	B. Certification - AOC	Part 119 Management Personnel	X		X
	B. Certification - AOC	Air Carrier Ops ETOPS Advanced WBT	X		X
	B. Certification - AOC	Introduction to Basic Loads	X	X	X
	B. Certification - AOC	Heliport Evaluation	X	X	
	B. Certification - AOC	General Aviation Operations Helicopter Indoctrination	X	X	X
	B. Certification - AOC	Helicopter VFR/IFR Refresher	X		X
	B. Certification - AOC	Aircraft Structural Loads: Requirements, Analysis, Testing and Certification -- University of Kansas course	X	X	X
	B. Certification - AOC	CRM Recurrent for Operations Inspectors	X		
18700 - ICAOTRAINAIR STP	B. Certification - AOC	ICAO GSI Air Operator Certification - OPS	X		X
	B. Certification - AOC	Ground Deicing/Anti-icing for C. Airworthiness Inspectors		X	X
18701 - ICAOTRAINAIR STP ... AMO	B. Certification - AOC	ICAO GSI Air Operator Certification and AMO Certification - C. Airworthiness		X	X
Commercial Vender	B. Certification/PEL	Inspector flying/type rating currency - initial	X		X
Commercial Vender	B. Certification/PEL	Inspector flying/type rating recurrent	X		X
	B. Foreign Operations	How to Conduct a Part 129 Ramp Inspection	X	X	
	B. Public Operations	Public Aircraft Operations	X	X	

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Course Number	Subject Area	Training Course	OPS	AIR	PEL - OPS/MX
		AIRWORTHINESS CERTIFICATION AND AUTHORIZATION			
	C. Airworthiness	C. Airworthiness Directives (AD)		X	X
	C. Airworthiness	Engineering/Major Repairs and Alterations		X	X
	C. Airworthiness	Advanced Aircraft Familiarization	X		X
	C. Airworthiness	Flight Standards Air Carrier Evaluation Programme Orientation		X	
Commercial Vendor	C. Airworthiness	Aircraft Alterations and Repairs		X	
	C. Airworthiness	Non-Destructive Inspection and Evaluation		X	
Commercial Vendor	C. Airworthiness	Aging Aircraft - Corrosion Prevention and Control Programme - Outside Provider		X	
	C. Airworthiness	Introduction to Air Carrier Maintenance Organization		X	
	C. Airworthiness	General Aviation Aircraft Maintenance and Inspection Programmes		X	
	C. Airworthiness	General Aviation Avionics and Avionics Test Equipment		X	
	C. Airworthiness	General Aviation Operator C. Airworthiness Reporting for C. Airworthiness Inspectors		X	
	C. Airworthiness	Aircraft C. Airworthiness for General Aviation Inspectors		X	
	C. Airworthiness	General Aviation Operator Safety Programme for C. Airworthiness Inspectors		X	
	C. Airworthiness	Introduction to Continuing Analysis and Surveillance Systems		X	
Commercial vendor	C. Airworthiness	Parachute Rigger Certification		X	
	C. Avionics	Automatic Flight Controls (WBT)		X	X
	C. Avionics	Avionic Systems	X	X	X
	C. Certification	Introduction to Air Carrier Maintenance Programmes		X	X
Commercial Vender	C. Certification/AMO/C. Airworthiness/PEL	Inspector maintenance aircraft type training - initial		X	X
Commercial Vender	C. Certification/AMO/C. Airworthiness/PEL	Maintenance aircraft and/or technology training recurrent		X	X

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Course Number	Subject Area	Training Course	OPS	AIR	PEL - OPS/MX
PERSONNEL LICENSING
FY-17 -18718 - ICAO GSI TRAINAIR STP TBD	D. ATO/Surveillance/H. Resolution of Safety Issues	ICAO GSI Approved Training Organization (GSI)	X	X	X
18710 - ICAO TRAINAIR STP	D. Personnel Licensing	ICAO GSI Personnel Licensing	X	X	X
FY16 ICAO GSI - TRAINAIR STP TBD	D. Personnel Licensing	ICAO GSI Designated Examiners	X	X	X
SURVEILLANCE
	G. Surveillance	Surveillance Parts 91/121/125/135 Operator	X	X	X
	G. Surveillance	Operator Contract Training Oversight	X	X	X
	G. Surveillance	Work Tracking System Note: GCAA should substitute its version of this course	X	X	X
	G. Surveillance – Air Operator	Suspected Unapproved Parts		X	
	G. Surveillance – Air Operator	Contract Maintenance And Maintenance Providers Oversight		X	
	G. Surveillance – Air Operator	Engine Condition Monitoring		X	
	G. Surveillance – Air Operator	Foreign Aircraft Safety Assessment Programme	X	X	X
RESOLUTION OF SAFETY CONCERNS
	H. Resolution of Safety .	Aircraft Accident Investigation	X	X	X
	H. Resolution of Safety .	Resolution of Safety Concerns (RSC)	X	X	X
	H. Resolution of Safety .	Compliance and Enforcement Introduction	X	X	X
	H. Resolution of Safety .	Aircraft Cabin Safety Aircraft Investigation	X	X	
	H. Resolution of Safety Issues	Compliance and Enforcement Recurrent Training	X	X	X
	H. Resolution of Safety .	Advanced Aircraft Accident Investigation*	X	X	X
	H. Resolution of Safety .	Human Factors in Aircraft Accident Investigation*	X	X	X
	H. Resolution of Safety .	Rotorcraft Aircraft Accident Investigation*	X	X	X
	H. Resolution of Safety .	Turbine Engine Accident Investigation	X	X	X
	H. Resolution of Safety .	Human Factors Principles	X	X	X
	H. Resolution of Safety	Aviation Safety Programme Manager	X		X
	H. Resolution of Safety	Advanced Rotorcraft Accident			

FORMAL COURSE PROFILES - FLIGHT STANDARDS AND AIG

Course Number	Subject Area	Training Course	OPS	AIR	PEL-OPS/MX
RESOLUTION OF SAFETY CONCERNS					
	H. Resolution of Safety	Experimental Aircraft Accident Investigation*	X	X	X
	H. Resolution of Safety Issues	Human Factors in Aviation maintenance -		X	X
	H. Resolution of Safety	Advanced General Aviation Accident Investigation	X		X
	H. Resolution of Safety	Advanced Commercial Aviation Accident	X		X

APPENDIX B2 FORMAL COURSE PROFILES FOR AERODROME_ANS_AVSEC

Suggested Inspector Training Profiles – Aerodromes, ANS and AVSEC

Course Number	Training Course	Subject Area	AGA	ATS	AET	MET	AIS	AVSEC
	INITIAL TRAINING FOR ALL AVIATION SAFETY INSPECTORS							
	New Hire Employment Orientation or Indoctrination	General Admin/Technical	X	X	X	X	X	X
	Intro to ICAO and CAA Overview	General Admin/Technical	X	X	X	X	X	X
	Aircraft Accident Investigation	Resolution of Safety Issues	X	X	X	X	X	
	Resolution of Safety Concerns (RSC)	Resolution of Safety Issues	X	X	X	X		
	ICAO Aerodrome Certification	Certification - Aerodrome	X					
	Air Trafffic Service Provider Certification	Certification - ATSP		X				
	AEROTEL Service Provider Certification	Certification - Aerotel ISP			X			
	AEROMET Service Provider Certification	Certification - AEROMET SP				X		
	AIM Provider Certification	Certification - AIMP					X	
	National Civil Aviation Security Programme Workshop	Certification/Approval - AVSEC						X
	ICAO GSI Personnel Licensing	Personnel Licensing/Surveillance/Resolutio		X	X			
	Competence Assessment	Competence Assessment /Resolution of	X			X	X	X
	Aviation Security Certification Systems Workshop	Personnel Licensing/Surveillance/Resolutio						X
	Interpersonal Competencies for Inspectors	General Admin/Technical	X	X		X		
	Introduction to Authorizing	General Admin/Technical	X	X		X		
	Introduction to Manual Management	General Admin/Technical	X	X		X		
	Work Tracking System Note: CAA should substitute its	Surveillance	X	X	X	X	X	X

	version of this course							
	Airport Systems and Planning	Certification - Aerodromes	X					
	Airport Design and Construction	Certification - Aerodromes	X					
	Basic Aircraft Rescue and Fire fighting	Certification - Aerodromes	X					
	Airport Emergency Procedures	Certification - Aerodrome	X					
	Airside Driving	Certification - Aerodrome	X					
	Wildlife Hazard Management	Certification - Aerodrome	X					
	SMS	Certification - Aerodrome	X					

	Training Course	Subject Area	AGA	ATS	AET	MET	AIS	AVSEC
INITIAL TRAINING FOR ALL AVIATION SAFETY INSPECTORS								
	Establishment of an Aerodrome Manual	Certification - Aerodrome	X					
	PANS Aerodrome	Certification -	X					
	Airport Maintenance-	Certification -	X					
	Apron Management	Certification - Aerodrome	X					
	Airport Lighting and Power Generator	Certification - Aerodrome	X					
	Introduction to Aeronautical Charts	Certification - Aerodrome	X					
	Overview of Safety Management Systems	General Admin/Technical	X	X	X	X	X	X
	Airport Operations	Certification -	X					
	Aerodrome Control	Certification - ATSP		X				
	Approach Surveillance Radar Refresher/Radar	Certification - ATSP		X				
	Area Control	Certification - ATSP		X				
	VOR/DME Concepts	Certification –			X			
	Radar (Surveillance) Concepts	Certification – AERO SP			X			
	ILS Concepts	Certification –			X			
	Airport Security Programme Workshop	Certification/Approval - AVSEC						X
	AVSEC Security Certification Systems	Certification/Approval - AVSEC						X
	Airport Pavement Evaluation	Surveillance	X					
	Obstacle Evaluation and Airspace Analysis	Surveillance	X					
	National Civil Aviation Security Quality Control	Surveillance						X

National Inspectors	Surveillance						X
ATS Inspector	Surveillance		X				
Met Inspector	Surveillance				X		
AIS Inspector	Surveillance					X	
CNS Maintenance Engineer/Technician Surveillance (Inspector)	Surveillance			X			
International Technical Surveillance Programme	Surveillance			X			
Compliance and Enforcement	Resolution of Safety Issues	X	X	X	X	X	X
Introduction to Exemptions, Deviations, and Waivers or Authorizations	General Admin/Technical	X	X	X	X	X	X
Safety Management	General Admin/Technical	X	X	X	X	X	X

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

	Training Course	Subject Area	AGA	ATS	AET	MET	AIS	AVSEC
AERODROME INSPECTOR SUBJECT - JOB FUNCTION SPECIFIC								
	Heliport Evaluation	Certification - Aerodrome	X					
	Helideck Inspection Awareness	Certification - Aerodrome	X					
AERODROME INSPECTOR SUBJECTS – ENGINEERING SPECIALTY								
	Airport Systems and Planning	Certification - Aerodromes	X					X
	Airport Design and Construction	Certification - Aerodrome	X					
	Airport Maintenance	Certification - Aerodrome	X					
AERODROME INSPECTOR SUBJECTS – EMERGENCY SERVICES SPECIALTY								
	Basic Aircraft Rescue and Fire Fighting	Certification - Aerodrome	X					
	Advanced Aircraft Rescue and Fire	Certification - Aerodrome	X					
	Airport Emergency Procedures	Surveillance	X					
ATS INSPECTOR SUBJECTS – SAR SPECIALTY								
	Aeronautical Search and Rescue	Certification -ATSP		X				
ATS INSPECTOR SUBJECTS – FLIGHT PROCEDURE DESIGN SPECIALTY								
	PDO Approval	ATS Special Approvals		X				
	Basic ICAO PANS OPS	ATS Special Approvals		X				
	Advanced PANS OPS using	ATS Special Approvals		X				
AEROMET INSPECTOR SUBJECTS – MET OBSERVATION SPECIALTY								
	Basic Training Course for Met	Certification - AEROMET				X		
AEROMET INSPECTOR SUBJECTS – MET FOREASTING SPECIALTY								
	Aeronautical Meteorology	Certification - AEROMET				X		
AEROMET INSPECTOR SUBJECTS – JOB FUNCTION SPECIFIC/ADVANCED								
	AEROMET Facility Validation/Approval	AEROMET Special Approvals				X		
AEROTEL INSPECTOR SUBJECTS – NAVIGATION SPECIALTY								
	VOR/DME Concepts	Certification – AERO SP			X			
	GNSS	Certification – AERO SP			X			

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

	Training Course	Subject Area	AGA	ATS	AET	MET	AIS	AVSEC
	ILS Concepts	Certification – AERO SP			X			
AEROTEL INSPECTOR SUBJECTS – SURVEILLANCE SPECIALTY								
	Radar (Surveillance) Concepts	Certification – AERO SP			X			
AEROTEL INSPECTOR SUBJECTS – COMMUNICATION SPECIALTY								
	Aeronautical Fixed Service Operator	Certification – AERO SP			X			

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

	Training Course	Subject Area	AGA	ATS	AEL	MET	AIS	AVSEC
	AEROTEL INSPECTOR SUBJECTS – JOB FUNCTION SPECIFIC/ADVANCED							
	AEROTEL Facility Approval/Validation	AEROTEL Special Approvals			X			
	AIS INSPECTOR SUBJECTS – PUBLICATIONS SPECIALTY							
	AIM Documentation /Editing/Text	Certification – AIM SP					X	
	AIS INSPECTOR SUBJECTS – CHARTING SPECIALTY							
	Basic AIS Cartography	Certification – AIM SP					X	
	Advanced AIS Cartography	Certification – AIM SP					X	
	AVSEC INSPECTOR SUBJECTS – JOB FUNCTION SPECIFIC/ADVANCED							
	Threat Assessment and Risk	AVSEC Special Approval						X
	AVSEC	AVSEC Special Approval						X
	Security	AVSEC Special Approval						X
	In flight Security	AVSEC Special Approval						X
	Dangerous Goods	AVSEC Special Approval						X
	ASTP Crises	AVSEC Special Approval						X
	ASTP Instructor	General Admin/Technical						X
	AVSEC PMC	AVSEC Special Approval						X
	Cargo and Mail	AVSEC Special Approval						X
	PERSONNEL LICENSING INSPECTOR SUBJECT - EXAMINER SPECIALTY							
	ICAO GSI Designated	Personnel Licensing	X	X	X	X	X	
	PERSONNEL LICENSING INSPECTOR SUBJECT - TRAINING ORGANIZATION SPECIALTY							
	ICAO GSI Approved Training Organization (GSI)	ATO/Surveillance/Resolution of Safety Issues	X	X	X	X	X	
	RECURRENT TRAINING EXAMPLES							
	Compliance and Enforcement Recurrent Training	Resolution of Safety Issues	X	X	X	X	X	X
	JOB SPECIFIC SUBJECT SUBJECTS							
	Overview On-The-Job Training (OJT) Techniques	General Admin/Technical	X	X				X

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

	Training Course	Subject Area	AGA	ATS	AEL	MET	AIS	AVSEC
	OJT Techniques	General Admin/Technical	X	X				X
	Briefing and Presentation Techniques (Web course 05111 is prerequisite)	General Admin/Technical	X	X	X	X	X	X
	Instructor Effectiveness Training	General Admin/Technical	X	X	X	X	X	X

	Training Course	Subject Area	AGA	ATS	AEL	MET	AIS	AVSEC
	Principal Inspector Fundamentals (Course 22006 System Safety is prerequisite)	General Admin/Technical	X	X	X	X	X	X
ACCIDENT INVESTIGATION COURSES - TAUGHT AT TSI								
	Advanced Aircraft Accident	Resolution of Safety Issues	X	X	X	X	X	X
	Human Factors in Aircraft Accident Investigation*	Resolution of Safety Issues	X	X	X	X	X	X
	Human Factors Principles	Resolution of Safety Issues	X	X	X	X	X	X
	Aviation Safety Programme	Resolution of Safety Issues	X	X	X	X	X	X

AERODROME INSPECTOR SUBJECT - JOB FUNCTION SPECIFIC								
	Heliport Evaluation	Certification - Aerodrome	X					
	Helideck Inspection	Certification - Aerodrome	X					
AERODROME INSPECTOR SUBJECTS – ENGINEERING SPECIALTY								
	Airport Systems and Planning	Certification - Aerodromes	X					X
	Airport Design and Construction	Certification - Aerodrome	X					
	Airport Maintenance	Certification - Aerodrome	X					
AERODROME INSPECTOR SUBJECTS – EMERGENCY SERVICES SPECIALTY								
	Basic Aircraft Rescue and Fire	Certification - Aerodrome	X					

	Fighting						
	Advanced Aircraft Rescue and Fire Fighting	Certification - Aerodrome	X					75
	Airport Emergency Procedures	Surveillance	X					
ATS INSPECTOR SUBJECTS – SAR SPECIALTY							
	Aeronautical Search and Rescue	Certification -ATSP		X				
ATS INSPECTOR SUBJECTS – FLIGHT PROCEDURE DESIGN SPECIALTY							
	PDO Approval	ATS Special Approvals		X				
	Basic ICAO PANS OPS	ATS Special Approvals		X				
	Advanced PANS OPS using	ATS Special Approvals		X				
AEROMET INSPECTOR SUBJECTS – MET OBSERVATION SPECIALTY							
	Basic Training Course for Met	Certification - AEROMET				X		
AEROMET INSPECTOR SUBJECTS – MET FOREASTING SPECIALTY							
	Aeronautical Meteorology	Certification - AEROMET				X		
AEROMET INSPECTOR SUBJECTS – JOB FUNCTION SPECIFIC/ADVANCED							
	AEROMET Facility Validation/Approval	AEROMET Special Approvals				X		

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

	Training Course	Subject Area	AGA	ATS	AET	MET	AIS	AVSEC
	AEROTEL INSPECTOR SUBJECTS – NAVIGATION SPECIALTY							
	VOR/DME Concepts	Certification – AEROTEL			X			
	GNSS	Certification – AEROTEL			X			
	ILS Concepts	Certification – AEROTEL			X			
	AEROTEL INSPECTOR SUBJECTS – SURVEILLANCE SPECIALTY							
	Radar (Surveillance)	Certification – AEROTEL			X			
	AEROTEL INSPECTOR SUBJECTS – COMMUNICATION SPECIALTY							
	Aeronautical Fixed Service Operator	Certification – AEROTEL SP			X			
	AEROTEL INSPECTOR SUBJECTS – JOB FUNCTION SPECIFIC/ADVANCED							
	AEROTEL Facility Approval/Validation	AEROTEL Special Approvals			X			
	AIS INSPECTOR SUBJECTS – PUBLICATIONS SPECIALTY							
	AIM Documentation	Certification – AIM SP					X	
	AIS INSPECTOR SUBJECTS – CHARTING SPECIALTY							
	Basic AIS Cartography	Certification – AIM SP					X	
	Advanced AIS Cartography	Certification – AIM SP					X	
	AVSEC INSPECTOR SUBJECTS – JOB FUNCTION SPECIFIC/ADVANCED							
	Threat Assessment and Risk	AVSEC Special Approval						X
	AVSEC	AVSEC Special Approval						X
	Security	AVSEC Special Approval						X
	In flight Security	AVSEC Special Approval						X
	Dangerous Goods	AVSEC Special Approval						X
	ASTP Crises	AVSEC Special Approval						X
	ASTP Instructor	General Admin/Technical						X
	AVSEC PMC	AVSEC Special Approval						X
	Cargo and Mail	AVSEC Special Approval						X
	PERSONNEL LICENSING INSPECTOR SUBJECT - EXAMINER SPECIALTY							
	ICAO GSI Designated	Personnel Licensing	X	X	X	X	X	
	PERSONNEL LICENSING INSPECTOR SUBJECT - TRAINING ORGANIZATION SPECIALTY							
	ICAO GSI Approved Training Organization (GSI)	ATO/Surveillance/Resolution of Safety Issues	X	X	X	X	X	

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

	Training Course	Subject Area	AGA	ATS	AET	MET	AIS	AVSEC
	RECURRENT TRAINING EXAMPLES							
	Compliance and Enforcement Recurrent Training	Resolution of Safety Issues	X	X	X	X	X	X
	JOB SPECIFIC SUBJECT SUBJECTS							
	Overview On-The-Job Training (OJT) Techniques	General Admin/Technical	X	X				X
	OJT Techniques	General Admin/Technical	X	X				X
	Briefing and Presentation Techniques (Web course 05111 is prerequisite)	General Admin/Technical	X	X	X	X	X	X
	Instructor Effectiveness Training	General Admin/Technical	X	X	X	X	X	X
	Principal Inspector Fundamentals (Course 22006 System Safety is prerequisite)	General Admin/Technical	X	X	X	X	X	X
	ACCIDENT INVESTIGATION COURSES - TAUGHT AT TSI							
	Advanced Aircraft Accident	Resolution of Safety Issues	X	X	X	X	X	X
	Human Factors in Aircraft Accident Investigation*	Resolution of Safety Issues	X	X	X	X	X	X
	Human Factors Principles	Resolution of Safety Issues	X	X	X	X	X	X
	Aviation Safety Programme	Resolution of Safety Issues	X	X	X	X	X	X

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

AERO_ANS_AVSEC TRAINING PROFILES AS PER CATEGORIES

	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
	GENERAL ADMINISTARTION AND TECHNICAL FUNCTIONS							
	New Hire Employment Orientation or Indoctrination	A - General Admin/Technical	X	X	X	X	X	X
	Intro to ICAO and CAA Overview	A - General Admin/Technical	X	X	X	X	X	X
	Interpersonal Competencies for Inspectors	A - General Admin/Technical	X	X		X		
	Introduction to Authorizing	A - General Admin/Technical	X	X		X		
	Introduction to Manual Management	A - General Admin/Technical	X	X		X		
	Overview of Safety Management Systems	A - General Admin/Technical	X	X	X	X	X	X
	Introduction to Exemptions, Deviations, and Waivers or Authorizations	A - General Admin/Technical	X	X	X	X	X	X
	Safety Management	A - General Admin/Technical	X	X	X	X	X	X
	Overview On-The-Job Training (OJT) Techniques	A - General Admin/Technical	X	X				X
	OJT Techniques	A - General Admin/Technical	X	X				X
	Briefing and Presentation Techniques (Web course 05111 is prerequisite)	A - General Admin/Technical	X	X	X	X	X	X
	Instructor Effectiveness Training	A - General Admin/Technical	X	X	X	X	X	X
	Principal Inspector Fundamentals (Course 22006 System Safety is prerequisite)	A - General Admin/Technical	X	X	X	X	X	X
	SERVICE PROVIDER CERTIFICATION							
	AIM Documentation /Editing/Text	B - Certification – AIM SP					X	

Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
Basic AIS Cartography	B - Certification – AIM SP					X	
Advanced AIS Cartography	B - Certification – AIM SP					X	
AEROMET Service Provider Certification	B - Certification - AEROMET SP				X		
AEROTEL Service Provider Certification	B - Certification - AEROTELSP			X			
AIM Provider Certification	B - Certification - AIMP					X	
Air Trafffic Service Provider Certification	B - Certification - ATSP		X				
ICAO Aerodrome Certification	B - Certification - Aerodrome	X					
Training Course	**Training Area**	**AGA**	**ATS**	**AET**	**MET**	**AIS**	**AVSEC**
SERVICE PROVIDER CERTIFICATION							
Airport Maintenance-Pavement	B - Certification - Aerodrome	X					
Apron Management	B - Certification - Aerodrome	X					
Airport Lighting and Power Generator	B - Certification - Aerodrome	X					
Introduction to Aeronautical Charts	B - Certification - Aerodrome	X					
Airport Operations	B - Certification - Aerodrome	X					
Heliport Evaluation	B - Certification - Aerodrome	X					
Helideck Inspection	B - Certification - Aerodrome	X					
Airport Systems and	B - Certification - Aerodrome	X					X
Airport Design and	B - Certification - Aerodrome	X					
Airport Maintenance	B - Certification - Aerodrome	X					
Basic Aircraft Rescue and Fire Fighting	B - Certification - Aerodrome	X					
Advanced Aircraft Rescue and Fire	B - Certification - Aerodrome	X					
Airport Systems and Planning	B - Certification - Aerodromes	X					
Airport Design and Construction	B - Certification - Aerodromes	X					
Basic Aircraft Rescue and Fire fighting	B - Certification - Aerodromes	X					
Airport Emergency Procedures	B - Certification - Aerodromes	X					
Airside Driving	B - Certification - Aerodromes	X					
Wildlife Hazard Management	B - Certification - Aerodromes	X					
SMS	B - Certification - Aerodromes	X					
Establishment of an	B - Certification - Aerodromes	X					

	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
	Aerodrome Manual							
	PANS Aerodrome	B - Certification - Aerodromes	X					
	Basic Training Course for Met Observers	B - Certification - AEROMET				X		
	Aeronautical Meteorology	B - Certification - AEROMET				X		
	Aerodrome Control	B - Certification - ATS SP		X				
	Approach Surveillance Radar Refresher/Radar	B - Certification - ATS SP		X				
	Area Control Surveillance Refresher	B - Certification - ATS SP		X				
	VOR/DME Concepts	B - Certification – AEROTEL SP			X			
	Radar (Surveillance) Concepts	B - Certification – AEROTEL SP			X			
	ILS Concepts	B - Certification – AEROTEL SP			X			
	VOR/DME Concepts	B - Certification – AEROTEL SP			X			
	GNSS	B - Certification – AEROTEL SP			X			
	ILS Concepts	B - Certification – AEROTEL SP			X			
	Training Course	**Training Area**	**AGA**	**ATS**	**AET**	**MET**	**AIS**	**AVSEC**
	SERVICE PROVIDER CERTIFICATION							
	Radar (Surveillance) Concepts	B - Certification – AEROTEL SP			X			
	Aeronautical Fixed Service Operator	B - Certification – AEROTEL SP			X			
	SPECIAL OPERATIONS AND APPROVALS							
	AEROMET Facility Validation/Approval	C - AEROMET Operations & Special Approvals				X		
	AEROTEL Facility Approval/Validation	C - AEROTEL Operations & Special Approvals			X			
	Advanced PANS OPS using	C - ATS Operations & Special Approvals		X				
	PDO Approval	C - ATS Operations & Special Approvals		X				
	Basic ICAO PANS OPS	C - ATS Operations & Special Approvals		X				
	Aeronautical Search and Rescue	C - ATS Operations & Special Approvals		X				
	Threat Assessment and Risk Management	C - AVSEC operations & Special Approval						X
	AVSEC Management	C - AVSEC operations & Special Approval						X
	Security Management System	C - AVSEC operations & Special Approval						X
	In flight Security	C - AVSEC operations & Special Approval						X
	Dangerous Goods	C - AVSEC operations & Special Approval						X
	ASTP Crises Management	C - AVSEC operations & Special Approval						X

	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
	ASTP Instructor	C - AVSEC operations & Special Approval						X
	AVSEC PMC	C - AVSEC operations & Special Approval						X
	Cargo and Mail Security	C - AVSEC operations & Special Approval						X
	National Civil Aviation Security Programme	C - Certification/Approval - AVSEC						X
	Airport Security Programme	C - Certification/Approval - AVSEC						X
	AVSEC Security Certification Systems	C - Certification/Approval - AVSEC						X
PERSONNEL LICENSING AND COMPETENCE ASSESSMENT								
	ICAO GSI Approved Training Organization (GSI)	D - ATO/Surveillance/Resolution of Safety Issues	X	X	X	X	X	
	Competence Assessment	D - Competence Assessment /Resolution of Safety Issues	X			X	X	X
	ICAO GSI Designated Examiners	D - Personnel Licensing	X	X	X	X	X	
	ICAO GSI Personnel Licensing	D - Personnel Licensing/Surveillance/Resolution of Safety Issues		X	X			
	Aviation Security Certification Systems Workshop	D - Personnel Licensing/Surveillance/Resolution of Safety Issues						X
	Training Course	**Training Area**	**AGA**	**ATS**	**AET**	**MET**	**AIS**	**AVSEC**
SURVEILLANCE								
	Work Tracking System Note: CAA should substitute its version of this course	E - Surveillance	X	X	X	X	X	X
	Airport Pavement Evaluation	E - Surveillance	X					
	Obstacle Evaluation and Airspace Analysis	E - Surveillance	X					
	National Civil Aviation Security Quality Control Programme	E - Surveillance						X
	National Inspectors	E - Surveillance						X
	ATS Inspector	E - Surveillance		X				
	Met Inspector	E - Surveillance				X		
	AIS Inspector	E - Surveillance					X	
	CNS Maintenance Engineer/Technician Surveillance	E - Surveillance			X			
	International Technical Surveillance	E - Surveillance			X			
	Airport Emergency Procedures	E - Surveillance	X					

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

		RESOLUTION OF SAFETY ISSUES						
	Aircraft Accident Investigation	F - Resolution of Safety Issues	X	X	X	X	X	
	Resolution of Safety Concerns (RSC)	F - Resolution of Safety Issues	X	X	X	X		
	Compliance and Enforcement	F - Resolution of Safety Issues	X	X	X	X	X	X
	Compliance and Enforcement Recurrent Training	F - Resolution of Safety Issues	X	X	X	X	X	X
	RESOLUTION OF SAFETY ISSUES							
	Advanced Aircraft Accident	F - Resolution of Safety Issues	X	X	X	X	X	X
	Human Factors in Aircraft Accident Investigation*	F - Resolution of Safety Issues	X	X	X	X	X	X
	Human Factors Principles	F - Resolution of Safety Issues	X	X	X	X	X	X
	Aviation Safety Programme Manager	F - Resolution of Safety Issues	X	X	X	X	X	X

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

Suggested AERODROME_ANS_AVSEC Inspector Training Profiles Per Category

Course Number	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
GENERAL ADMINISTARTION AND TECHNICAL FUNCTIONS								
CAA Specific	New Hire Employment Orientation (Benefits, Ethics, Conduct, Discipline, Travel, Security, Unions, etc.)	A - General Admin/Technical	X	X	X	X	X	X
27100177	Intro to ICAO and CAA Overview	A - General Admin/Technical	X	X	X	X	X	X
27032	Interpersonal Competencies for Inspectors	A - General Admin/Technical	X	X		X		
27034	Introduction to Authorizing Documents	A - General Admin/Technical	X	X		X		
27035	Introduction to Manual Management	A - General Admin/Technical	X	X		X		
27100028	Overview of Safety Management Systems	A - General Admin/Technical	X	X	X	X	X	X
27100141	Introduction to Exemptions, Deviations, and Waivers or Authorizations	A - General Admin/Technical	X	X	X	X	X	X
ICAO TRAINAI-STP	Safety Management	A - General Admin/Technical	X	X	X	X	X	X
27100186	Overview On-The-Job Training (OJT) Techniques	A - General Admin/Technical	X	X				X
25702	OJT Techniques	A - General Admin/Technical	X	X				X
14010	Briefing and Presentation Techniques (Web course 05111 is prerequisite)	A - General Admin/Technical	X	X	X	X	X	X
10526	Instructor Effectiveness Training	A - General Admin/Technical	X	X	X	X	X	X
25704	Principal Inspector Fundamentals (Course 22006 System Safety is prerequisite)	A - General Admin/Technical	X	X	X	X	X	X
SERVICE PROVIDER CERTIFICATION								
United ATS Cairo	AIM Documentation /Editing/Text Production	B - Certification – AIM SP					X	
United ATS Cairo	Basic AIS Cartography	B - Certification – AIM SP					X	
United ATS Cairo	Advanced AIS Cartography	B - Certification – AIM SP					X	

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

Course Number	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
TBD	AEROMET Service Provider Certification	B - Certification - AEROMET SP				X		
TBD	AEROTEL Service Provider Certification	B - Certification - AEROTELSP			X			
TBD	AIM Provider Certification	B - Certification - AIMP					X	
GAT STP	Air Traffic Service Provider Certification	B - Certification - ATSP		X				
GAT STP	ICAO Aerodrome Certification	B - Certification - Aerodrome	X					
SERVICE PROVIDER CERTIFICATION								
GAT	Airport Maintenance-Pavement	B - Certification - Aerodrome	X					
GAT	Apron Management	B - Certification - Aerodrome	X					
GAT	Airport Lighting and Power Generator	B - Certification - Aerodrome	X					
GAT	Introduction to Aeronautical Charts	B - Certification - Aerodrome	X					
GAT	Airport Operations	B - Certification - Aerodrome	X					
TSI-1001	Heliport Evaluation	B - Certification - Aerodrome	X					
HC-A	Helideck Inspection	B - Certification - Aerodrome	X					
SAA/UCB	Airport Systems and Planning	B - Certification - Aerodrome	X					X
SAA/UCB	Airport Design and Construction	B - Certification - Aerodrome	X					
GAT	Airport Maintenance	B - Certification - Aerodrome	X					
GAT	Basic Aircraft Rescue and Fire Fighting	B - Certification - Aerodrome	X					
United ATS Cairo	Advanced Aircraft Rescue and Fire Fighting	B - Certification - Aerodrome	X					
SAA/UCB	Airport Systems and Planning	B - Certification - Aerodromes	X					
SAA/UCB	Airport Design and Construction	B - Certification - Aerodromes	X					
30201042	Basic Aircraft Rescue and Fire fighting	B - Certification - Aerodromes	X					
GAT	Airport Emergency Procedures	B - Certification - Aerodromes	X					
GAT	Airside Driving	B - Certification - Aerodromes	X					
GAT/ERAU	Wildlife Hazard Management	B - Certification - Aerodromes	X					
GAT	SMS	B - Certification - Aerodromes	X					
GAT	Establishment of an Aerodrome Manual	B - Certification - Aerodromes	X					
GAT	PANS Aerodrome	B - Certification - Aerodromes	X					

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

Course Number	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
GAT	Basic Training Course for Met Observers	B - Certification - AEROMET				X		
TBD	Aeronautical Meteorology Forecasting	B - Certification - AEROMET				X		
GAT	Aerodrome Control Refresher	B - Certification - ATS SP		X				
GAT/15503	Approach Surveillance Radar Refresher/Radar Approach Control	B - Certification - ATS SP		X				
GAT	Area Control Surveillance Refresher	B - Certification - ATS SP		X				
41915001	VOR/DME Concepts	B - Certification – AEROTEL SP			X			
42078001	Radar (Surveillance) Concepts	B - Certification – AEROTEL SP			X			
41916001	ILS Concepts	B - Certification – AEROTEL SP			X			
41915001	VOR/DME Concepts	B - Certification – AEROTEL SP			X			
GAT	GNSS	B - Certification – AEROTEL SP			X			
41916001	ILS Concepts	B - Certification – AEROTEL SP			X			
SERVICE PROVIDER CERTIFICATION								
42078001	Radar (Surveillance) Concepts	B - Certification – AEROTEL SP			X			
GAT	Aeronautical Fixed Service Operator	B - Certification – AEROTEL SP			X			
SPECIAL OPERATIONS AND APPROVALS								
TBD	AEROMET Facility Validation/Approval	C - AEROMET Operations & Special Approvals				X		
TBD	AEROTEL Facility Approval/Validation	C - AEROTEL Operations & Special Approvals			X			
15320002	Advanced PANS OPS using	C - ATS Operations & Special Approvals		X				
TBD	PDO Approval	C - ATS Operations & Special Approvals		X				
15310001	Basic ICAO PANS OPS	C - ATS Operations & Special Approvals		X				
GAT	Aeronautical Search and Rescue Operations	C - ATS Operations & Special Approvals		X				
GAT	Threat Assessment and Risk Management	C - AVSEC operations & Special Approval						X
GAT	AVSEC Management	C - AVSEC operations & Special Approval						X
GAT	Security Management System	C - AVSEC operations & Special Approval						X
GAT	In flight Security	C - AVSEC operations & Special Approval						X
GAT	Dangerous Goods	C - AVSEC operations & Special Approval						X
GAT	ASTP Crises Management	C - AVSEC operations & Special Approval						X
GAT	ASTP Instructor	C - AVSEC operations & Special Approval						X

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

Course Number	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
GAT	AVSEC PMC	C - AVSEC operations & Special Approval						X
GAT	Cargo and Mail Security	C - AVSEC operations & Special Approval						X
TBD	National Civil Aviation Security Programme	C - Certification/Approval - AVSEC						X
GAT	Airport Security Programme Workshop	C - Certification/Approval - AVSEC						X
GAT	AVSEC Security Certification Systems	C - Certification/Approval - AVSEC						X
PERSONNEL LICENSING AND COMPETENCE ASSESSMENT								
FY-17 -18718 - IGSI TRAINAIR STP	ICAO GSI Approved Training Organization (GSI)	D - ATO/Surveillance/Resolution of Safety Issues	X	X	X	X	X	
	Competence Assessment	D - Competence Assessment /Resolution of Safety Issues	X			X	X	X
FY16 GSI - TRAINAIR STP	ICAO GSI Designated Examiners	D - Personnel Licensing	X	X	X	X	X	
18710 - GAT STP	ICAO GSI Personnel Licensing	D - Personnel Licensing/Surveillance/Resolution of Safety Issues		X	X			
GAT	Aviation Security Certification Systems Workshop	D - Personnel Licensing/Surveillance/Resolution of Safety Issues						X
SURVEILLANCE								
21000054	Work Tracking System Note: CAA should substitute its version of this course	E - Surveillance	X	X	X	X	X	X
GAT	Airport Pavement Evaluation	E - Surveillance	X					
6000001	Obstacle Evaluation and Airspace Analysis	E - Surveillance	X					
GAT	National Civil Aviation Security Quality Control Programme Workshop	E - Surveillance						X
GAT	National Inspectors	E - Surveillance						X
GAT	ATS Inspector	E - Surveillance		X				
GAT	Met Inspector	E - Surveillance				X		
GAT	AIS Inspector	E - Surveillance					X	
15412606	CNS Maintenance Engineer/Technician Surveillance (Inspector)	E - Surveillance				X		
15412607	International Technical Surveillance Programme	E - Surveillance				X		
GAT	Airport Emergency Procedures	E - Surveillance	X					
RESOLUTION OF SAFETY ISSUES								

FORMAL COURSE PROFILES – AERODROME_ANS_AVSEC

Course Number	Training Course	Training Area	AGA	ATS	AET	MET	AIS	AVSEC
35	Aircraft Accident Investigation	F - Resolution of Safety Issues	X	X	X	X	X	
FAA - 15209001	Resolution of Safety Concerns (RSC)	F - Resolution of Safety Issues	X	X	x	X		
27100140	Compliance and Enforcement Introduction	F - Resolution of Safety Issues	X	X	X	X	X	X
21000087	Compliance and Enforcement Recurrent Training	F - Resolution of Safety Issues	X	X	X	X	x	X
RESOLUTION OF SAFETY ISSUES								
TSI-00003	Advanced Aircraft Accident Investigation*	F - Resolution of Safety Issues	X	X	x	X	X	x
TSI-00008	Human Factors in Aircraft Accident Investigation*	F - Resolution of Safety Issues	X	X	x	X	X	x
TSI-00037	Human Factors Principles	F - Resolution of Safety Issues	X	X	X	X	X	x
TSI-00038	Aviation Safety Programme Manager	F - Resolution of Safety Issues	X	X	X	X	x	x

APPENDIX C - JOB TASK PROFILES

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
1	Gen Tech & Admin	1.000	Attend initial hire employee orientation - CAA specific
2	Gen Tech & Admin	1.001	Employee Benefits
3	Gen Tech & Admin	1.002	Time and Attendance
4	Gen Tech & Admin	1.003	Employee Training and Development
5	Gen Tech & Admin	1.004	Office Communications
6	Gen Tech & Admin	1.005	Computer Systems
7	Gen Tech & Admin	1.006	Managing Resources
8	Gen Tech & Admin	1.007	Employee Ethics
9	Gen Tech & Admin	1.008	Labor Unions
10	Gen Tech & Admin	1.009	Conduct and Discipline
11	Gen Tech & Admin	1.010	Travel
12	Gen Tech & Admin	1.011	Security
13	Gen Tech & Admin	1.012	Legal and Regulatory Documents, Inspector Manuals and Guidance Materials.
14	Gen Tech & Admin	1.013	Aviation environment (Ministry in charge of aviation, CAA services, international and regional organizations)
15	Gen Tech & Admin	1.150	Maintain CAA secure information databases
16	Gen Tech & Admin	1.200	Employee technical training and development
17	Gen Tech & Admin	1.201	OJT Programme Training
18	Gen Tech & Admin	1.202	OJT Programme Trainer
19	Gen Tech & Admin	1.203	Inspector currency flying under CAA currency programme
20	Gen Tech & Admin	1.204	Conduct Formal Course Training
21	Gen Tech & Admin	1.300	Conduct Special Projects
22	Gen Tech & Admin	1.301	Evaluate technical documents
23	Gen Tech & Admin	1.302	Provide technical assistance
24	Gen Tech & Admin	1.303	Respond to a Public Inquiry
25	Gen Tech & Admin	1.304	Perform administrative part of accident standby duty
26	Gen Tech & Admin	1.305	Evaluate an Exemption, Deviation or Waiver Request
27	Gen Tech & Admin	1.306	Develop/update annual surveillance work plan
28	AOC Cert & Ops	2.001	Conduct Cert Phase I: Pre Application Phase
29	AOC Cert & Ops	2.002	Conduct Cert Phase II: Formal Application Phase

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
30	AOC Cert & Ops	2.003	Conduct Cert Phase III: Document Compliance Phase
31	AOC Cert & Ops	2.004	Conduct Cert Phase IV: Demonstration and Inspection Phase (Gate III)
32	AOC Cert & Ops	2.005	Conduct Cert Phase V: Certification Phase
33	AOC Cert & Ops	2.006	Obtain Certificate Number for an Air Operator
34	AOC Cert & Ops	2.007	Issue or Renew AOC Certificate/Operations Specifications
35	AOC Cert & Ops	2.008	Amend or Cancel AOC Certificate/Operations Specifications
36	AOC Cert & Ops	2.009	Pre-application -- respond to potential AOC applicant inquiry
37	AOC Cert & Ops	2.010	Pre-application - Review preapplication form
38	AOC Cert & Ops	2.011	Pre-application - conduct applicant preapplication meeting
39	AOC Cert & Ops	2.012	Formal application - review applicant formal AOC application
40	AOC Cert & Ops	2.013	Formal application - conduct applicant formal application meeting
41	AOC Cert & Ops	2.100	Evaluate an Operator's Management Personnel Qualifications
42	AOC Cert & Ops	2.102	Evaluate Director of Operations Qualifications [OPS]
43	AOC Cert & Ops	2.103	Evaluate Chief Pilot Qualifications [OPS]
44	AOC Cert & Ops	2.104	Evaluate Director of Safety Qualifications [OPS]
45	AOC Cert & Ops	2.105	Conduct a Line Check Inspection for Air Operator [OPS]
46	AOC Cert & Ops	2.106	Designate/renew/terminate an Operator Check Airman
47	AOC Cert & Ops	2.200	Evaluate a Compliance Statement
48	AOC Cert & Ops	2.201	Evaluate a General Operations Manual
49	AOC Cert & Ops	2.202	Evaluate a Flight Attendant Manual [OPS]
50	AOC Cert & Ops	2.203	Evaluate an operator's aircraft operating manual
51	AOC Cert & Ops	2.205	Evaluate an operator's performance planning manual
52	AOC Cert & Ops	2.209	Evaluate an operator's SMS programme
53	AOC Cert & Ops	2.219	Approve an Exit Row Seating Program [OPS]
54	AOC Cert & Ops	2.220	Approve a Carry-On Baggage Program [OPS]
55	AOC Cert & Ops	2.221	Evaluate a Weight and Balance Control Program
56	AOC Cert & Ops	2.222	Approve a Dangerous Goodss Program
57	AOC Cert & Ops	2.223	Evaluate an operator's performance data control system

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
58	AOC Cert & Ops	2.224	Evaluate an operator's quality system
59	AOC Cert & Ops	2.225	Evaluate and Approve a Minimum Equipments List (MEL)
60	AOC Cert & Ops	2.232	Approve an Aircraft Checklist
61	AOC Cert & Ops	2.233	Approve a Passenger Briefing Card
62	AOC Cert & Ops	2.234	Evaluate an AOC holder/applicant Aircraft Lease Agreement
63	AOC Cert & Ops	2.235	Evaluate non-AOC holder aircraft lease agreement
64	AOC Cert & Ops	2.237	Evaluate an operator/applicant noise certification/noise abatement standards
65	AOC Cert & Ops	2.238	Evaluate and issue Validation of foreign AOC and Ops Spec to foreign operator
66	AOC Cert & Ops	2.300	Evaluate a Crewmember Recordkeeping System [OPS]
67	AOC Cert & Ops	2.301	Evaluate Flight/Trip Recordkeeping System [OPS]
68	AOC Cert & Ops	2.400	Approve a Flight Crew Training Program [OPS]
69	AOC Cert & Ops	2.401	Evaluate a Flight Attendant Training Program [OPS]
70	AOC Cert & Ops	2.403	Evaluate an operator's dangerous goods training programme
71	AOC Cert & Ops	2.404	Evaluate an operator's security training programme
72	AOC Cert & Ops	2.500	Conduct an Aircraft Conformity Inspection
73	AOC Cert & Ops	2.501	Approve a Flight Simulation Device (Simulator and/or Flight Training Device) [OPS]
74	AOC Cert & Ops	2.502	Evaluate/ Approve a Deicing Programme/revision, facilities and equipment
75	AOC Cert & Ops	2.503	Evaluate a Main Operations Base [OPS]
76	AOC Cert & Ops	2.504	Evaluate a Line Station Facility
77	AOC Cert & Ops	2.506	Conduct an Emergency Evacuation or Ditching Demonstration
78	AOC Cert & Ops	2.507	Conduct a Ditching Demonstration [OPS]
79	AOC Cert & Ops	2.508	Conduct a Demonstration (Proving) Test for a new applicant operator
80	AOC Cert & Ops	2.600	Evaluate a Dispatch Center [OPS]
81	AOC Cert & Ops	2.601	Evaluate a Dispatch Training Program [OPS]
82	AOC Cert & Ops	2.602	Evaluate a Dispatch System (Operations Control) [OPS]
83	AOC Cert & Ops	2.603	Evaluate An Operator's Aerodrome Aeronautical Data
84	AOC Cert & Ops	2.604	Evaluate an Operator's Aeronautical Weather Data

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
85	AOC Cert & Ops	2.605	Approve an Operator's Enhanced Weather Information System
86	AOC Cert & Ops	2.606	Approve Aircraft Performance Operating Limitations and Aerodrome Runway Performance Data Analysis System
87	AOC Cert & Ops	2.607	Evaluate Personnel who have been Granted Operational Control Authority [OPS]
88	AOC Cert & Ops	2.608	Evaluate Flight Locating Procedures [OPS]
89	AOC Cert & Ops	2.609	Evaluate Alternate Aerodrome Considerations [OPS]
90	AOC Cert & Ops	2.700	Evaluate an Extended Range Diversion Time Operations (EDTO)
91	AOC Cert & Ops	2.701	Evaluate a Reduced Vertical Separation Minimums (RVSM) Program
92	AOC Cert & Ops	2.702	Evaluate a Special Means of Navigation [OPS]
93	AOC Cert & Ops	2.703	Evaluate an operator's Category II and Category III Operational Program
94	AOC Cert & Ops	2.705	Evaluate an operator's electronic flight bag programme (1, 2, and 3)
95	AOC Cert & Ops	2.706	Evaluate an operator's data link programme
96	AOC Cert & Ops	2.707	Evaluate an MNPS Approval (OPS)
97	AOC Cert & Ops	2.708	Conduct a Demonstration/Validation Test for Special Authorisations
98	AOC Cert & Ops	2.709	Issue/renew letter of authorisation for operations in special use airspace
99	AOC Cert & Ops	2.710	Issue certificate or authorisation for an aviation event
100	AOC Cert & Ops	2.711	Evaluate Perform Based Navigation (PBN) Programme (OPS)
101	AOC Cert & Ops	2.715	Evaluate, document and create a public aircraft operator file
102	AOC Cert & Ops	2.720	Conduct Initial Certifications/Renewal of Rotorcraft Operator
103	AOC Cert & Ops	2.721	Add a helicopter to an existing Eternal Load Certificate
104	AOC Cert & Ops	2.722	Evaluate a Rotorcraft - Load Combination Flight Manual [OPS]
105	AOC Cert & Ops	2.723	Approve a Rotorcraft Class D Training Program [OPS]
106	AOC Cert & Ops	2.724	Evaluate a Rotorcraft External Load Congested Area Plan [OPS]
107	AOC Cert & Ops	2.725	Issue Operations Specifications for a Rotorcraft External Load Operator
108	AOC Cert & Ops	2.726	Evaluate a Chief Pilot/Supervisor qualifications for rotorcraft external load

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
109	AOC Cert & Ops	2.727	Qualify a Supervisor/ Chief Pilot of Rotorcraft External Load operator/applicant by conducting an operational knowledge and skill test (non-licence)
110	AOC Cert & Ops	2.728	Evaluate record-keeping system of rotorcraft external load operator
111	AOC Cert & Ops	2.729	Evaluate for compliance leases, contracts or agreements for a rotorcraft external load operator
112	AOC Cert & Ops	2.730	Evaluate rotorcraft external load MEL/revision.
113	AOC Cert & Ops	2.740	Conduct Certification of an Agriculture Aircraft Operator
114	AOC Cert & Ops	2.741	Evaluate an agricultural operator's compliance statement
115	AOC Cert & Ops	2.742	Evaluate the qualifications of an agricultural operator's chief pilot/supervisor
116	AOC Cert & Ops	2.743	Evaluate an agricultural operator's record-keeping system
117	AOC Cert & Ops	2.744	Evaluate an agricultural operator/applicantâ™s lease, contract or agreement
118	AOC Cert & Ops	2.745	Evaluate an agricultural operator's MEL/revision
119	AOC Cert & Ops	2.746	Evaluate an agricultural operator's congested area plan
120	AOC Cert & Ops	2.747	Qualify a Supervisor/ Chief Pilot of Agricultural Operator by conducting an operational knowledge and skill test (non-licence)
121	AOC Cert & Ops	2.750	Issue certificate of authorisation for low altitude flight
122	AOC Cert & Ops	2.751	Issue certificate or authorisation for banner towing
123	AOC Cert & Ops	2.752	Issue certificate or authorisation for emergency medical flights
124	AOC Cert & Ops	2.753	Issue certificate or authorization for news/traffic reporting
125	AOC Cert & Ops	2.754	Issue certificate or authorisation for glider towing operations
126	AOC Cert & Ops	2.755	Issue certificate for sightseeing operations
127	AOC Cert & Ops	2.756	Issue certificate or authorisation for movie/TV operations
128	AOC Cert & Ops	2.757	Issue certificate or authorisation for parachute jumping operations
129	AOC Cert & Ops	2.758	Issue certificate or authorisation for fish spotting operations
130	PEL & ATO	4.001	Issue/Renew/Recreational Pilot licence/authorisation
131	PEL & ATO	4.002	Issue/Renew Student Pilot licence/authorisation [OPS]
132	PEL & ATO	4.003	Issue/renew/reissue Private Pilot Licence [OPS]

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
133	PEL & ATO	4.004	Issue/renew/reissue Commercial Pilot Licence [OPS]
134	PEL & ATO	4.005	Issue/renew/reissue Instrument Rating [OPS]
135	PEL & ATO	4.006	Issue/renew/reissue Airline Transport Pilot Licence [OPS]
136	PEL & ATO	4.007	Issue/Renew MultiCrew Pilot Licence [OPS]
137	PEL & ATO	4.008	Issue/Renew/reissue Remote Pilot Aircraft (RPA) Licence [OPS]
138	PEL & ATO	4.009	Issue/renew/reissue Type Rating [OPS]
139	PEL & ATO	4.010	Issue Additional Aircraft Ratings [OPS]
140	PEL & ATO	4.011	Issue/renew/reissue Flight Instructor Licence [OPS]
141	PEL & ATO	4.012	Issue/renew/reissue instructor authorisation for flight simulation training [OPS]
142	PEL & ATO	4.013	Issue/Renew Ground Instructor Licence [OPS]
143	PEL & ATO	4.014	Issue/Renew/Reissue Flight Engineer Licence/Class rating [OPS]
144	PEL & ATO	4.015	Issue/renew/reissue Instructor Licence for Flight Engineer Instruction
145	PEL & ATO	4.016	Validate a foreign licence of non-[STATE] licence held by manufacturer flight crew
146	PEL & ATO	4.019	Issue a Pilot Certificate Base on Military Competence [OPS]
147	PEL & ATO	4.020	Issue an emergency replacement licence/certificate/authorisation
148	PEL & ATO	4.021	Evaluate an application for a change of personal data of personnel licence holder
149	PEL & ATO	4.022	Issue a Pilot Certificate Based on Foreign Pilot License [OPS]
150	PEL & ATO	4.100	Issue complex aeroplane endorsement
151	PEL & ATO	4.101	Issue high performance aeroplane endorsement
152	PEL & ATO	4.102	Issue high altitude aircraft endorsement
153	PEL & ATO	4.103	Issue a Letter of Authorisation to a Pilot in Command to Operate Military Surplus Aircraft
154	PEL & ATO	4.104	Issue a Letter of Authorization in Lieu of a Type Rating
155	PEL & ATO	4.105	Issue Special purpose pilot/flight engineer authorisation for foreign operators flying [state] registered aircraft outside [state][OPS]
156	PEL & ATO	4.201	Conduct written/knowledge test for a personnel licence
157	PEL & ATO	4.301	Conduct a private pilot skill test
158	PEL & ATO	4.302	Conduct a Commercial Pilot Flight Test [OPS]

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
159	PEL & ATO	4.303	Conduct an Instrument Rating Skill Test [OPS]
160	PEL & ATO	4.304	Conduct a Airline Transport Pilot Skill Test [OPS]
161	PEL & ATO	4.305	Conduct an MPL skill test
162	PEL & ATO	4.306	Conduct a remotely piloted aircraft skill test
163	PEL & ATO	4.307	Conduct a Instructor Skill Test [OPS]
164	PEL & ATO	4.308	Conduct Skill Test for Additional Aircraft Rating [OPS]
165	PEL & ATO	4.309	Conduct a Flight Engineer Skill Test [OPS]
166	PEL & ATO	4.310	Conduct a Flight Navigator Skill TesT
167	PEL & ATO	4.311	Conduct a Flight Operations Officer/Dispatcher Skill Test
168	PEL & ATO	4.314	Conduct a Special Medical Skill Test for SODA [OPS]
169	PEL & ATO	4.401	Flightcrew qualification - Conduct a Competency Check for an Air Operator Pilot
170	PEL & ATO	4.402	Flightcrew qualification - Conduct a Category II and/or Category III Check of an Air Operator Pilot
171	PEL & ATO	4.403	Flightcrew qualification - Conduct a Flight Engineer Proficiency/Competency Check
172	PEL & ATO	4.404	Conduct a VFR Pilot Competency Check for Air Operator
173	PEL & ATO	4.405	Conduct a Pilot Proficiency Check for non-AOC holder
174	PEL & ATO	4.406	Conduct a Pilot Instrument Proficiency Check
175	PEL & ATO	4.407	Conduct a Flight Engineer Proficiency Check
176	PEL & ATO	4.408	Conduct a Category II or Category III Pilot Flight Check
177	PEL & ATO	4.409	Conduct Proficiency Check for a Training Center Evaluator
178	PEL & ATO	4.410	Conduct Flight Check for Additional Aircraft Ratings
179	PEL & ATO	4.411	Re-examination of an Airman
180	PEL & ATO	4.412	Conduct Inspector Flight Check in Accordance with CAA inspector pilot currency programme
181	PEL & ATO	4.413	Conduct a Pilot in Command Proficiency Check
182	PEL & ATO	4.501	Appoint a Designated Aircraft Dispatcher Examiner [OPS]
183	PEL & ATO	4.502	Renew an Aircraft Dispatcher Examiner
184	PEL & ATO	4.503	Designate an Air carrier Type rating examiner (TRE)
185	PEL & ATO	4.504	Designate an Air Carrier Pilot Examiner Within an Air Operators Designated Examiner

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
			Program
186	PEL & ATO	4.505	Designate or Renew a Flight Engineer ExaminerWithin an Air operator's designated examiner Program
187	PEL & ATO	4.506	Designate a Pilot Examiner [OPS]
188	PEL & ATO	4.507	Renew a Pilot Examiner Designation
189	PEL & ATO	4.508	Designate a Pilot Proficiency Examiner
190	PEL & ATO	4.509	Renew a Pilot Proficiency Examiner Designation
191	PEL & ATO	4.510	Designate/Renew PPL examiner
192	PEL & ATO	4.511	Designate/Renew CPL examiner
193	PEL & ATO	4.512	Designate/Renew IR examiner
194	PEL & ATO	4.513	Designate/Renew ATPL examiner
195	PEL & ATO	4.514	Designate/renew Flight Instructor Examiner
196	PEL & ATO	4.515	Designate a Flight Engineer Examiner [OPS]
197	PEL & ATO	4.516	Renew a Flight Engineer Examiner Designation [OPS]
198	PEL & ATO	4.517	Designate/renew Flight Navigator Examiner
199	PEL & ATO	4.601	Evaluate FSTD Levels 1-5 and other devices to be used for training for licenses/ratings [OPS]
200	PEL & ATO	4.602	Evaluate FSTD to be used for training for licenses/ratings [OPS]
201	PEL & ATO	4.701	Conduct Cert Phase I: Pre-application Phase
202	PEL & ATO	4.702	Conduct Cert Phase II: Formal Application Phase
203	PEL & ATO	4.703	Conduct Cert Phase III: Document Compliance Phase
204	PEL & ATO	4.704	Conduct Cert Phase IV: Demonstration and Inspection Phase
205	PEL & ATO	4.705	Review Cert Phase V: Certification Phase
206	PEL & ATO	4.706	Obtain Certificate Number for an ATO
207	PEL & ATO	4.707	Issue or Renew ATO Certificate/Training Specifications
208	PEL & ATO	4.708	Amend or Cancel ATO Certificate/Operations Specifications
209	PEL & ATO	4.709	Respond to potential ATO applicant pre-application inquiry
210	PEL & ATO	4.710	Review preapplication form for ATO applicant
211	PEL & ATO	4.711	Conduct ATO applicant preapplication meeting
212	PEL & ATO	4.712	Review formal ATO application

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
213	PEL & ATO	4.713	Conduct formal application meeting for ATO applicant
214	PEL & ATO	4.714	Evaluate ATO personnel qualifications
215	PEL & ATO	4.715	Evaluate an ATO statement of compliance
216	PEL & ATO	4.716	Evaluate a Training and Procedures Manual
217	PEL & ATO	4.717	Evaluate Training Center Safety Procedures [OPS]
218	PEL & ATO	4.718	Evaluate an ATO Quality System Manual
219	PEL & ATO	4.719	Evaluate an ATO Safety Management Manual
220	PEL & ATO	4.720	Approve an ATO aircraft Minimum Equipment List (MEL) initial/revision
221	PEL & ATO	4.721	Evaluate ATO Lease or Contract
222	PEL & ATO	4.722	Evaluate a Training Course
223	PEL & ATO	4.723	Evaluate an ATO Training Programme
224	PEL & ATO	4.724	Evaluate a Core Curriculum
225	PEL & ATO	4.725	Evaluate a Specialty Curriculum
226	PEL & ATO	4.726	Evaluate a Special Curricula for an ATO training Pilots
227	PEL & ATO	4.727	Evaluate a Contractor Training Programme for an ATO
228	PEL & ATO	4.728	Standardise ATO Curricula and Related Syllabi at multiple centres of one training company
229	PEL & ATO	4.729	Add a training course to an Existing ATO Certificate
230	PEL & ATO	4.730	Evaluate the Record-Keeping System Used by an ATO
231	PEL & ATO	4.731	Evaluate ATO facilities and equipment
232	PEL & ATO	4.732	Evaluate a Satellite Used by a Training Organisation
233	PEL & ATO	4.733	Evaluate an ATO Flight Simulation Training Device [OPS]
234	PEL & ATO	4.734	Evaluate an ATO flight training aids
235	PEL & ATO	4.735	Evaluate Aircraft Used by ATO's training pilots
236	PEL & ATO	4.736	Evaluate Aerodromes used by an ATO [OPS]
237	PEL & ATO	4.737	Evaluate Ground Training Facilities Used by an ATO
238	PEL & ATO	4.738	Evaluate an ATO Pilot Briefing Area
239	PEL & ATO	4.739	Evaluate an ATO Satellite Base
240	SURVEILLANCE	7.001	Plan a Surveillance Work Program

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
241	SURVEILLANCE	7.003	Conduct in-depth audit of an Air Operator
242	SURVEILLANCE	7.206	Inspect operator's Dispatch/Flight Following Procedures
243	SURVEILLANCE	7.208	Monitor an Operator During Merger/ Acquisition/Bankruptcy Proceedings
244	SURVEILLANCE	7.209	Inspect an Operator's Deicing/Anti-Icing Program/Revision
245	SURVEILLANCE	7.210	Inspect an Extended Range Operations for Two-Engine Airplanes (ETOPS)
246	SURVEILLANCE	7.218	Inspect an operator's Operations Manual
247	SURVEILLANCE	7.219	Inspect an operator Internal Evaluation Program
248	SURVEILLANCE	7.227	Assess an Operator's SMS Programme Implementation
249	SURVEILLANCE	7.231	Inspect operators Manual Management System
250	SURVEILLANCE	7.234	Conduct a Cabin En-route Inspection
251	SURVEILLANCE	7.235	Conduct a Cockpit En-route Inspection
252	SURVEILLANCE	7.239	Review Examiner Certification Files
253	SURVEILLANCE	7.242	Inspect an AOC Holder's Line Station Operations and Facilities
254	SURVEILLANCE	7.243	Inspect an operator's main operations base
255	SURVEILLANCE	7.244	Inspect a non-certificated heliport
256	SURVEILLANCE	7.247	Inspect an operator's Check Airman/ Check personnel
257	SURVEILLANCE	7.248	Inspect an operator's Check Airman/ Check personnel
258	SURVEILLANCE	7.249	Inspect operator's Operational Control
259	SURVEILLANCE	7.250	Inspect an operator's crew and Dispatcher Records
260	SURVEILLANCE	7.252	Inspect an operator's Trip Records
261	SURVEILLANCE	7.257	Inspect a Cabin Crew Training Program/Course(s)
262	SURVEILLANCE	7.258	Inspect a Check Airman and/or Instructor(s) Training Program/Course(s)
263	SURVEILLANCE	7.259	Inspect a Dispatcher/Flight Operations Officer Training Program/Course(s)
264	SURVEILLANCE	7.260	Inspect the FSTD used for operator training
265	SURVEILLANCE	7.261	Inspect operators Station Personnel Training Program/Course(s)
266	SURVEILLANCE	7.262	Inspect operator's Flight Follower Training Program/Course(s)
267	SURVEILLANCE	7.263	Inspect operator's Flight Crewmember Training Program/Course(s)

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
268	SURVEILLANCE	7.264	Inspect operator's Aircrew Designated Examiner (ADE) Training Program/Course(s)
269	SURVEILLANCE	7.265	Surveillance of a Training Course for Flight Crewmembers Other Than Pilots and Airmen Other Than Flight Crews
270	SURVEILLANCE	7.266	Inspect an General Aviation/Executive/Corporate Operator
271	SURVEILLANCE	7.267	Conduct ramp inspector of foreign-registered aircraft (including cargo check)
272	SURVEILLANCE	7.268	Conduct a Ramp Inspection of an air operator
273	SURVEILLANCE	7.269	Conduct an Ultralight Ramp Inspection
274	SURVEILLANCE	7.270	Conduct a rotorcraft external load ramp inspection
275	SURVEILLANCE	7.271	Conduct a rotorcraft external load base inspection
276	SURVEILLANCE	7.272	Monitor a rotorcraft external load operation
277	SURVEILLANCE	7.274	Conduct a Ramp Inspection of an Agricultural Aircraft [OPS]
278	SURVEILLANCE	7.275	Inspect agricultural operation Including Congested Area Operations
279	SURVEILLANCE	7.276	Inspect an Agricultural Operator's Main Base/Facility
280	SURVEILLANCE	7.277	Conduct a Base Inspection of an Agricultural Operator
281	SURVEILLANCE	7.278	Conduct surveillance of an aviation event (e.g. air show)
282	SURVEILLANCE	7.279	Conduct Surveillance of a Banner Tow Operation [OPS]
283	SURVEILLANCE	7.280	Conduct surveillance of a motion picture or television filming production event
284	SURVEILLANCE	7.281	Inspector a Dangerous Goods Training Program
285	SURVEILLANCE	7.282	Inspect Dangerous Goods Program
286	SURVEILLANCE	7.401	Surveil a personnel licence holder
287	SURVEILLANCE	7.402	Surveil a pilot at an air show
288	SURVEILLANCE	7.403	Surveil a Flight Instructor [OPS]
289	SURVEILLANCE	7.407	Surveil a Parachute Rigger
290	SURVEILLANCE	7.421	Inspect a flight instructor refresher course [OPS]
291	SURVEILLANCE	7.422	Inspect a personnel licensing knowledge testing facility
292	SURVEILLANCE	7.423	Inspect FSTD used for personnel licensing training
293	SURVEILLANCE	7.431	Inspect a Designate Pilot Examiner (PDE) [OPS]
294	SURVEILLANCE	7.432	Inspect a Flight Engineer Examiner (FEE) [OPS]

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
295	SURVEILLANCE	7.433	Inspect a Dispatcher Examiner [OPS]
296	SURVEILLANCE	7.434	Inspect a Designated Examiner's Certification Files
297	SURVEILLANCE	7.440	Inspect a Pilot Examiner Training Course [OPS]
298	SURVEILLANCE	7.441	Inspect a Training Center Designated Examiner [OPS]
299	SURVEILLANCE	7.451	Inspect an ATO - (non-mechanic)
300	SURVEILLANCE	7.454	Inspect Personal Computer Aviation Training Device
301	SURVEILLANCE	7.455	Inspect the ATO Use of FSTD
302	SURVEILLANCE	7.456	Inspect the Personnel Records of an ATO
303	SURVEILLANCE	7.457	Inspect Student Records
304	SURVEILLANCE	7.459	Inspect ATO training curriculum/course
305	SURVEILLANCE	7.460	Surveil an Air Operator Training Program Conducted by a ATO
306	SURVEILLANCE	7.461	Observed a Knowledge Test, Practical Test, Stage Check or End-of-Course Test to Students of an ATO [OPS]
307	SURVEILLANCE	7.464	Inspect designees in an ATO [OPS]
308	SURVEILLANCE	7.465	Surveil an ATO school Evaluator
309	SURVEILLANCE	7.480	Conduct in-depth audit of an ATO
310	RESOLUTION OF SC	8.001	Investigate an Aircraft Incident
311	RESOLUTION OF SC	8.002	Investigate an Aircraft Occurrence
312	RESOLUTION OF SC	8.003	Investigate a Foreign Air Operator Incident
313	RESOLUTION OF SC	8.004	Investigate a parachute jumping incident
314	RESOLUTION OF SC	8.101	Investigate an Aircraft Accident
315	RESOLUTION OF SC	8.201	Conduct an Enforcement investigation
316	RESOLUTION OF SC	8.202	Investigate Non-Compliance in accordance with Self-Disclosure
317	RESOLUTION OF SC	8.203	Provide Technical Assistance for an Investigation
318	RESOLUTION OF SC	8.204	Investigate a Complaint
319	RESOLUTION OF SC	8.205	Investigate a noise complaint or damage caused by a civil aircraft
320	RESOLUTION OF SC	8.206	Investigate Reports of Reckless Flying [OPS]

Flight Standards Job Tasks – Operations

SRL	CATEGORY	TASK_CODE	DESCRIPTION
321	RESOLUTION OF SC	8.207	Investigate a Hazardous Air Traffic Report (HATR) [OPS]
322	RESOLUTION OF SC	8.208	Investigate a Pilot Deviation [OPS]
323	RESOLUTION OF SC	8.209	Investigate a Cross Navigation Error [OPS]
324	RESOLUTION OF SC	8.210	Investigate a report of a near midair collision (MNAC)
325	RESOLUTION OF SC	8.211	Investigate a Report of Emergency Evacuation [OPS]
326	RESOLUTION OF SC	8.212	Investigate an Incident involving Dangerous Goodss [OPS]
327	RESOLUTION OF SC	8.213	Process surrender of a personnel licence, medical certificate, designation, or related authorisations
328	RESOLUTION OF SC	8.214	Process surrender of a certificate - AOC, AMO, ATO
329	RESOLUTION OF SC	8.215	Process withdrawal, Suspension, Revocation, Denial or Amendment of Operations or Training Specifications [OPS]
330	RESOLUTION OF SC	8.216	Respond to a request to make a deposition or court appearance
331	RESOLUTION OF SC	8.217	Process the surrender of a certificate holder's certificate or authorization
332	RESOLUTION OF SC	8.218	Provide technical assistance to legal counsel
333	RESOLUTION OF SC	8.219	Reexamine an airman
334	RESOLUTION OF SC	8.220	Perform Informal Action after investigation
335	RESOLUTION OF SC	8.221	Perform Administrative Action after investigation
336	RESOLUTION OF SC	8.222	Conduct follow-up review of remedial training
337	RESOLUTION OF SC	8.223	Process civil penalty as an enforcement action

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
1	Gen Tech & Admin	1.000	Attend initial hire employee orientation - CAA specific
2	Gen Tech & Admin	1.001	Employee Benefits
3	Gen Tech & Admin	1.002	Time and Attendance
4	Gen Tech & Admin	1.003	Employee Training and Development
5	Gen Tech & Admin	1.004	Office Communications
6	Gen Tech & Admin	1.005	Computer Systems
7	Gen Tech & Admin	1.006	Managing Resources
8	Gen Tech & Admin	1.007	Employee Ethics
9	Gen Tech & Admin	1.008	Labor Unions
10	Gen Tech & Admin	1.009	Conduct and Discipline
11	Gen Tech & Admin	1.010	Travel
12	Gen Tech & Admin	1.011	Security
13	Gen Tech & Admin	1.012	Legal and Regulatory Documents, Inspector Manuals and Guidance Materials.
14	Gen Tech & Admin	1.013	Aviation Environment
15	Gen Tech & Admin	1.150	Maintain CAA secure information databases
16	Gen Tech & Admin	1.200	Employee technical training and development
17	Gen Tech & Admin	1.201	OJT Programme Training
18	Gen Tech & Admin	1.202	OJT Programme Trainer
19	Gen Tech & Admin	1.204	Conduct Formal Course Training
20	Gen Tech & Admin	1.300	Conduct Special Projects
21	Gen Tech & Admin	1.301	Evaluate technical documents
22	Gen Tech & Admin	1.302	Provide technical assistance
23	Gen Tech & Admin	1.303	Respond to a Public Inquiry
24	Gen Tech & Admin	1.304	Perform administrative part of accident standby duty
25	Gen Tech & Admin	1.305	Evaluate an Exemption, Deviation, or Waiver Request
26	Gen Tech & Admin	1.306	Develop/update annual surveillance work plan
27	Gen Tech & Admin	1.307	Evaluate an 83 Biz Request
28	AOC Cert & Ops	2.001	Conduct Cert Phase I: Pre Application Phase
29	AOC Cert & Ops	2.002	Conduct Cert Phase II: Formal Application Phase

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
30	AOC Cert & Ops	2.003	Conduct Cert Phase III: Document Compliance Phase
31	AOC Cert & Ops	2.004	Conduct Cert Phase IV: Demonstration and Inspection Phase (Gate III)
32	AOC Cert & Ops	2.005	Conduct Cert Phase V: Certification Phase
33	AOC Cert & Ops	2.006	Obtain Certificate Number for an Air Operator
34	AOC Cert & Ops	2.007	Issue or Renew AOC Certificate/Operations Specifications
35	AOC Cert & Ops	2.008	Amend or Cancel AOC Certificate/Operations Specifications
36	AOC Cert & Ops	2.009	Pre-application -- respond to potential AOC applicant inquiry
37	AOC Cert & Ops	2.010	Pre-application - Review preapplication form
38	AOC Cert & Ops	2.011	Pre-application - conduct applicant preapplication meeting
39	AOC Cert & Ops	2.012	Formal application - review applicant formal AOC application
40	AOC Cert & Ops	2.013	Formal application - conduct applicant formal application meeting
41	AOC Cert & Ops	2.014	Add an Aircraft to an Existing Air Operator Certificate
42	AOC Cert & Ops	2.024	Evaluate and issue Validation of foreign AOC and Ops Spec to foreign operator
43	AOC Cert & Ops	2.032	Evaluate Refuelling Procedures [AIR]
44	AOC Cert & Ops	2.033	Evaluate a Maintenance Facility [AIR]
45	AOC Cert & Ops	2.039	Evaluate an Airplane Inspection and Maintenance Program [AIR]
46	AOC Cert & Ops	2.040	Evaluate a Continious Airworthiness Maintenance Program (CAMP) [AIR]
47	AOC Cert & Ops	2.041	Approve Parts Pool or Borrowing Authorization [AIR]
48	AOC Cert & Ops	2.042	Evaluate a Continuing Analysis and Surveillance Program (CASP) [AIR]
49	AOC Cert & Ops	2.043	Approve an Operator's Reliability Program [AIR]
50	AOC Cert & Ops	2.045	Special Flight Permit with Continuing Authorization to Conduct Ferry Flights [AIR]
51	AOC Cert & Ops	2.049	Approve a Contract Reliability Program [AIR]
52	AOC Cert & Ops	2.062	Evaluate an Avionics Equipment Approval [AIR]
53	AOC Cert & Ops	2.070	Conduct Renewal of an Air Operator Certificate (AIR)
54	AOC Cert & Ops	2.101	Evaluate an Operator's Maintenance Management Personnel Qualifications
55	AOC Cert & Ops	2.200	Evaluate a Compliance Statement

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
56	AOC Cert & Ops	2.208	Evaluate an operator's company General Maintenance Manual/Revision
57	AOC Cert & Ops	2.209	Evaluate an operator's SMS programme
58	AOC Cert & Ops	2.210	Evaluate an operator/applicant's structural integrity inspection programme/revision
59	AOC Cert & Ops	2.216	Evaluate an operator's avionics test equipment programme (e.g. computer software controls)
60	AOC Cert & Ops	2.224	Evaluate an operator's quality system
61	AOC Cert & Ops	2.225	Evaluate and Approve a Minimum Equipments List (MEL)
62	AOC Cert & Ops	2.226	Approve MEL/revision for non-AOC holder or where no MMEL exists
63	AOC Cert & Ops	2.227	Evaluate Short-Term Escalation Procedure
64	AOC Cert & Ops	2.228	Evaluate an operator/applicant's prorated time authorization
65	AOC Cert & Ops	2.231	Evaluate an operator/applicant's service contractual arrangement
66	AOC Cert & Ops	2.235	Evaluate non-AOC holder aircraft lease agreement
67	AOC Cert & Ops	2.236	Evaluate an aircraft lease/interchange agreement (airworthiness)
68	AOC Cert & Ops	2.238	Evaluate and issue Validation of foreign AOC and Ops Spec to foreign operator
69	AOC Cert & Ops	2.302	Evaluate an Operator's Maintenance Recordkeeping System
70	AOC Cert & Ops	2.402	Evaluate an operator's maintenance training programme
71	AOC Cert & Ops	2.403	Evaluate an operator's dangerous goods training programme
72	AOC Cert & Ops	2.500	Conduct an Aircraft Conformity Inspection [AIR]
73	AOC Cert & Ops	2.503	Evaluate a Main Operations Base [OPS]
74	AOC Cert & Ops	2.504	Evaluate a Line Station Facility
75	AOC Cert & Ops	2.506	Conduct an Emergency Evacuation or Ditching Demonstration
76	AOC Cert & Ops	2.508	Conduct a Demonstration (Proving) Test for a new applicant operator
77	AOC Cert & Ops	2.700	Evaluate an Extended Range Diversion Time Operations (EDTO)
78	AOC Cert & Ops	2.701	Evaluate a Reduced Vertical Separation Minimum (RVSM) Program [AIR]
79	AOC Cert & Ops	2.704	Evaluate an operator's Category II and Category III Maintenance Program
80	AOC Cert & Ops	2.707	Evaluate an MNPS Approval (AIR)
81	AOC Cert & Ops	2.715	Evaluate, document and create a public aircraft operator file

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
82	AOC Cert & Ops	2.720	Conduct Initial Certifications/Renewal of Rotorcraft Operator
83	AOC Cert & Ops	2.721	Add a helicopter to an existing Eternal Load Certificate
84	AOC Cert & Ops	2.728	Evaluate record-keeping system of rotorcraft external load operator
85	AOC Cert & Ops	2.729	Evaluate for compliance leases, contracts or agreements for a rotorcraft external load operator
86	AOC Cert & Ops	2.730	Evaluate rotorcraft external load MEL/revision.
87	AOC Cert & Ops	2.741	Evaluate an agricultural operator's compliance statement
88	AOC Cert & Ops	2.742	Evaluate the qualifications of an agricultural operator's chief pilot/supervisor
89	AOC Cert & Ops	2.743	Evaluate an agricultural operator's record-keeping system
90	AOC Cert & Ops	2.744	Evaluate an agricultural operator/applicant's lease, contract or agreement
91	AOC Cert & Ops	2.745	Evaluate an agricultural operator's MEL/revision
92	AMO Cert & Air	3.000	Issue an Airworthiness Certificate for an Aircraft [AIR]
93	AMO Cert & Air	3.001	Issue Multiple Airworthiness Certifications [AIR]
94	AMO Cert & Air	3.002	Issue an Airworthiness Certificate for an Aircraft Model Change [AIR]
95	AMO Cert & Air	3.003	Issue a Special Airworthiness Certificate for a Restricted Category Aircraft [AIR]
96	AMO Cert & Air	3.004	Issue a Special Airworthiness Certificate for a Limited Category Aircraft
97	AMO Cert & Air	3.005	Issue a Special Airworthiness Certificate for a Provisional aircraft
98	AMO Cert & Air	3.006	Issue a Special Airworthiness Certificate for an experimental amateur-built aircraft
99	AMO Cert & Air	3.007	Issue a Special Airworthiness Certificate for an experimental category aircraft
100	AMO Cert & Air	3.008	Issue a Special Airworthiness Certificate for a Special Flight Permit (ferry flight)
101	AMO Cert & Air	3.009	Process a Replacement, Amendment, Exchange or Surrender of an Airworthiness Certificate
102	AMO Cert & Air	3.010	Issue/Revoke an Initial Aircraft Registration
103	AMO Cert & Air	3.011	Evaluate a Type Certificate (TC) for Acceptance
104	AMO Cert & Air	3.020	Evaluate foreign-registered aircraft operated by a AOC holder of STATE [AIR]
105	AMO Cert & Air	3.021	Evaluate a Foreign Operator's Maintenance Contractual Agreement [AIR]
106	AMO Cert & Air	3.022	Evaluate foreign operator operating aircraft registered in STATE [AIR]

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
107	AMO Cert & Air	3.030	Certify/Approve an Imported Aeronautical Product or Part [AIR]
108	AMO Cert & Air	3.040	Issue an Export Airworthiness Approval [AIR]
109	AMO Cert & Air	3.050	Perform Approval of Major Repairs and Major Alterations [AIR]
110	AMO Cert & Air	3.051	Approve a Parachute Alteration [AIR]
111	AMO Cert & Air	3.060	Evaluate an Emergency Evacuation or Ditching Demonstration for a New Aircraft [AIR]
112	AMO Cert & Air	3.070	Evaluate an Operators Aircraft or Engine Utilization Report [AIR]
113	AMO Cert & Air	3.071	Evaluate an Engineering Change Authorization/order [AIR]
114	AMO Cert & Air	3.072	Process a Malfunction or Defect (M&D) Report
115	AMO Cert & Air	3.073	Process a Service Difficulty Report (SDR)
116	AMO Cert & Air	3.080	Approve a Special Course for the Performance of Preventive Maintenance on Primary Category Aircraft
117	AMO Cert & Air	3.200	Conduct Cert Phase I: Pre-application Phase
118	AMO Cert & Air	3.201	Conduct Cert Phase II: Formal Application Phase
119	AMO Cert & Air	3.202	Conduct Cert Phase III: Document Compliance Phase
120	AMO Cert & Air	3.203	Conduct Cert Phase IV: Demonstration and Inspection Phase
121	AMO Cert & Air	3.204	Conduct Cert Phase V: Certification Phase
122	AMO Cert & Air	3.205	Obtain Certificate Number for an AMO
123	AMO Cert & Air	3.206	Issue or Renew AMOCertificate/Specifications
124	AMO Cert & Air	3.207	Amend or Cancel AMO Certificate/Specifications
125	AMO Cert & Air	3.208	Add a rating to an Existing AMO Certificate
126	AMO Cert & Air	3.209	Respond to potential AMO applicant pre-application inquiry
127	AMO Cert & Air	3.210	Review preapplication form for AMO applicant
128	AMO Cert & Air	3.211	Conduct AMO applicant preapplication meeting
129	AMO Cert & Air	3.212	Review formal AMO application
130	AMO Cert & Air	3.213	Conduct formal application meeting with AMO applicant
131	AMO Cert & Air	3.214	Evaluate AMO personnel qualifications
132	AMO Cert & Air	3.215	Evaluate an AMO statement of compliance
133	AMO Cert & Air	3.216	Evaluate an AMO Procedures Manual

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
134	AMO Cert & Air	3.217	Evaluate AMO Safety Procedures
135	AMO Cert & Air	3.218	Evaluate an AMO Quality System Manual
136	AMO Cert & Air	3.219	Evaluate Quality Assurance System
137	AMO Cert & Air	3.220	Evaluate an AMO Safety Management Manual
138	AMO Cert & Air	3.221	Evaluate AMO lease or contract
139	AMO Cert & Air	3.222	Evaluate an AMO/applicant quality control manual/revision
140	AMO Cert & Air	3.223	Evaluate AMO Inspection Procedures Manual
141	AMO Cert & Air	3.224	Approve an AMO Training Program [AIR]
142	AMO Cert & Air	3.225	Evaluate the Record-Keeping System Used by an AMO
143	AMO Cert & Air	3.226	Evaluate AMO Facilities and Equipment [AIR]
144	AMO Cert & Air	3.227	Evaluate AMO satellite or sub-contractor
145	AMO Cert & Air	3.228	Approve an Altimeter Setting Source
146	AMO Cert & Air	3.229	Evaluate an AMO SMS Programme
147	PEL & ATO	4.017	Issue/Renew Parachute Rigger Licence
148	PEL & ATO	4.018	Issue Issue/Renew Aviation Repairman Licence for Experimental Aircraft Builder
149	PEL & ATO	4.020	Issue an emergency replacement licence/certificate/authorisation
150	PEL & ATO	4.021	Evaluate an application for a change of personal data of personnel licence holder
151	PEL & ATO	4.023	Issue/Reissue/Renew an Aircraft Maintenance Technician/Engineer Licence (AIR)
152	PEL & ATO	4.106	Issue/renew/terminate Inspection Authorization
153	PEL & ATO	4.312	Conduct an Aviation Mechanic Technical Skill Test/Added Rating
154	PEL & ATO	4.313	Conduct a Parachute Rigger Skill Test/Added Rating
155	PEL & ATO	4.518	Appoint/Renew/Terminate a General Aviation (GA) Technical Personnel Examiner (TPE)
156	PEL & ATO	4.519	Appoint/Renew/Terminate a Mechanic Examiner
157	PEL & ATO	4.520	Appoint/Renew/Terminate a Parachute Rigger Examiner
158	PEL & ATO	4.521	Certificate/Renew/Cancel a Designated Airworthiness Representative's Authorization
159	PEL & ATO	4.701	Conduct Cert Phase I: Pre-application Phas

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
160	PEL & ATO	4.702	Conduct Cert Phase II: Formal Application Phase
161	PEL & ATO	4.703	Conduct Cert Phase III: Document Compliance Phase
162	PEL & ATO	4.704	Conduct Cert Phase IV: Demonstration and Inspection Phase
163	PEL & ATO	4.705	Review Cert Phase V: Certification Phase
164	PEL & ATO	4.706	Obtain Certificate Number for an ATO
165	PEL & ATO	4.707	Issue or Renew ATO Certificate/Training Specifications
166	PEL & ATO	4.708	Amend or Cancel ATO Certificate/Operations Specifications
167	PEL & ATO	4.709	Respond to potential ATO applicant pre-application inquiry
168	PEL & ATO	4.710	Review preapplication form for ATO applicant
169	PEL & ATO	4.711	Conduct ATO applicant preapplication meeting
170	PEL & ATO	4.712	Review formal ATO application
171	PEL & ATO	4.713	Conduct formal application meeting for ATO applicant
172	PEL & ATO	4.714	Evaluate ATO personnel qualifications
173	PEL & ATO	4.715	Evaluate an ATO statement of compliance
174	PEL & ATO	4.716	Evaluate a Training and Procedures Manual
175	PEL & ATO	4.717	Evaluate Training Center Safety Procedures
176	PEL & ATO	4.718	Evaluate an ATO Quality System Manual
177	PEL & ATO	4.719	Evaluate an ATO Safety Management Manual
178	PEL & ATO	4.720	Approve an ATO aircraft Minimum Equipment List (MEL) initial/revision
179	PEL & ATO	4.721	Evaluate ATO lease or contract
180	PEL & ATO	4.722	Evaluate a Training Course
181	PEL & ATO	4.723	Evaluate an ATO Training Programme
182	PEL & ATO	4.724	Evaluate a Core Curriculum
183	PEL & ATO	4.725	Evaluate a Specialty Curriculum
184	PEL & ATO	4.726	Evaluate a Special Curricula for an ATO training Pilots
185	PEL & ATO	4.727	Evaluate a Contractor Training Programme for an ATO
186	PEL & ATO	4.728	Standardise ATO Curricula and Related Syllabi at multiple centres of one training company
187	PEL & ATO	4.729	Add a training course to an Existing ATO Certificate

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
188	PEL & ATO	4.730	Evaluate the Record-Keeping System Used by an ATO
189	PEL & ATO	4.731	Evaluate ATO facilities and equipment
190	PEL & ATO	4.732	Evaluate a Satellite Used by a Training Organisation
191	PEL & ATO	4.735	Evaluate Aircraft Used by ATO's training pilots
192	PEL & ATO	4.737	Evaluate Ground Training Facilities Used by an ATO
193	PEL & ATO	4.739	Evaluate an ATO Satellite Base
194	SURVEILLANCE	7.001	Plan a Surveillance Work Program
195	SURVEILLANCE	7.003	Conduct in-depth audit of an Air Operator
196	SURVEILLANCE	7.201	Issue an Aircraft Condition Notice [AIR]
197	SURVEILLANCE	7.202	Inspect an air ambulance operator aircraft [AIR]
198	SURVEILLANCE	7.203	Ground an Operator's Aircraft [AIR]
199	SURVEILLANCE	7.204	Inspect Aircraft Modified or Equipped with Night Vision Imaging System
200	SURVEILLANCE	7.205	Conduct a Spot Inspection of an Operator's Aircraft
201	SURVEILLANCE	7.209	Inspect an Operator's Deicing/Anti-Icing Program/Revision
202	SURVEILLANCE	7.210	Inspect an Extended Range Operations for Two-Engine Airplanes (ETOPS)
203	SURVEILLANCE	7.211	Inspect an operator's refueling procedures and facilities [AIR]
204	SURVEILLANCE	7.212	Inspect an operator/Agency maintenance control manual [AIR]
205	SURVEILLANCE	7.213	Inspect a Continuous Airworthiness Maintenance Program (CAMP) [AIR]
206	SURVEILLANCE	7.214	Inspect a Mechanical Interruption Summary (MIS) Report [AIR]
207	SURVEILLANCE	7.215	Inspect an Aircraft Inspection Program (AIP) [AIR]
208	SURVEILLANCE	7.216	Inspect a Reduced Vertical Separation Minimums (RSVM) Program [AIR]
209	SURVEILLANCE	7.217	Inspect a Continuing Analysis and Surveillance Program (CASP) [AIR]
210	SURVEILLANCE	7.220	Inspect an Operator's Maintenance Provider
211	SURVEILLANCE	7.221	Monitor Operator's Continuous Airworthiness Maintenance Program (CAMP)/Revision
212	SURVEILLANCE	7.222	Monitor an Operator During a Strike/Labour Unrest/Financial Stress
213	SURVEILLANCE	7.223	Review an operator's mechanical interruption summary (MIS) programme/report

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
214	SURVEILLANCE	7.224	Monitor an Operator's Refuelling Procedures
215	SURVEILLANCE	7.225	Inspect an Operator's Avionics Test Equipment Program (e.g. computer software controls)
216	SURVEILLANCE	7.226	Monitor operator's Aircraft Inspection Program (AIP)
217	SURVEILLANCE	7.227	Assess an Operator's SMS Programme Implementation
218	SURVEILLANCE	7.228	Monitor a Maintenance Program for [STATE] Registered Aircraft Operated by a Foreign Operator
219	SURVEILLANCE	7.229	Monitor a Continuing Analysis and Surveillance Program (CASP)/Revision
220	SURVEILLANCE	7.230	Inspect an operator's reliability programme/revision
221	SURVEILLANCE	7.231	Inspect operators Manual Management System
222	SURVEILLANCE	7.233	Monitor maintenance programme of foreign operator using STATE registered aircraft
223	SURVEILLANCE	7.234	Conduct a Cabin En-route Inspection
224	SURVEILLANCE	7.235	Conduct a Cockpit En-route Inspection
225	SURVEILLANCE	7.236	Inspect a Maintenence Facility [AIR]
226	SURVEILLANCE	7.237	Inspect a General Maintenance Manual [AIR]
227	SURVEILLANCE	7.238	Inspect for Unapproved Parts
228	SURVEILLANCE	7.239	Inspect an Altimeter Setting Source [AIR]
229	SURVEILLANCE	7.240	Inspect a communications station used for dispatch/flight following [AIR]
230	SURVEILLANCE	7.241	Inspect an Avionics Test Equipment [AIR]
231	SURVEILLANCE	7.242	Inspect an AOC Holder's Line Station Operations and Facilities
232	SURVEILLANCE	7.243	Inspect an operator's main operations base
233	SURVEILLANCE	7.246	Inspect a an air operators dispatch station
234	SURVEILLANCE	7.251	Inspect an Operator's Aircraft Maintenance Records
235	SURVEILLANCE	7.253	Inspect Operator's Maintenance Records
236	SURVEILLANCE	7.255	Inspect an operator's maintenance training programme
237	SURVEILLANCE	7.256	Inspect an operator's reliability programme training programme
238	SURVEILLANCE	7.266	Inspect an General Aviation/Executive/Corporate Operator
239	SURVEILLANCE	7.267	Conduct ramp inspector of foreign-registered aircraft (including cargo check)

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
240	SURVEILLANCE	7.269	Conduct an Ultralight Ramp Inspection
241	SURVEILLANCE	7.270	Conduct a rotorcraft external load ramp inspection
242	SURVEILLANCE	7.271	Conduct a rotorcraft external load base inspection
243	SURVEILLANCE	7.272	Monitor a rotorcraft external load operation
244	SURVEILLANCE	7.273	Inspect rotorcraft external load maintenance records
245	SURVEILLANCE	7.274	Conduct a Ramp Inspection of a an agricultural operator
246	SURVEILLANCE	7.281	Inspector a Dangerous Goods Training Program
247	SURVEILLANCE	7.282	Inspect Dangerous Goods Program
248	SURVEILLANCE	7.283	Inspect operator/applicant's aircraft maintenance records and record keeping system for AD compliance
249	SURVEILLANCE	7.301	Inspect an AMO housing, tools, equipment and facility
250	SURVEILLANCE	7.302	Inspect an AMO satellite or sub-contractor housing, tools, equipment and facility
251	SURVEILLANCE	7.303	Inspect an AMO recordkeeping system
252	SURVEILLANCE	7.304	Inspect AMO Personnel Records [AIR]
253	SURVEILLANCE	7.305	Inspect an AMO Quality Control manual(s)/Revision
254	SURVEILLANCE	7.306	Inspect an AMO quality assurance system
255	SURVEILLANCE	7.307	Inspect an AMO SMS manual
256	SURVEILLANCE	7.308	Inspect an AMO training programme
257	SURVEILLANCE	7.309	Inspect an AMO Inspection Procedures Manual/Revision
258	SURVEILLANCE	7.310	Conduct in-depth audit of an AMO
259	SURVEILLANCE	7.404	Surveil an Aviation Maintenance Technician [AIR]
260	SURVEILLANCE	7.405	Surveil the holder of an Inspection Authorization (IA) [AIR]
261	SURVEILLANCE	7.406	Surveil an Aviation Repairman
262	SURVEILLANCE	7.406	Surveil an Aviation Repairman
263	SURVEILLANCE	7.407	Surveil a Parachute Rigger [AIR]
264	SURVEILLANCE	7.422	Inspect a personnel licensing knowledge testing facility[AIR]
265	SURVEILLANCE	7.435	Monitor a Designated Airworthiness Representative (DAR)
266	SURVEILLANCE	7.436	Monitor a Technical Personnel Examiner (TPE)

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
267	SURVEILLANCE	7.437	Inspect a Designated Mechanic Examiner (DME)
268	SURVEILLANCE	7.438	Inspect a Designated Parachute Rigger Examiner
269	SURVEILLANCE	7.452	Inspect an ATO - Mechanic / Maintenance training
270	SURVEILLANCE	7.453	Inspect ATO aircraft and related facilities
271	SURVEILLANCE	7.456	Inspect the Personnel Records of an ATO
272	SURVEILLANCE	7.457	Inspect Student Records
273	SURVEILLANCE	7.458	Inspect ATO training Personnel Records
274	SURVEILLANCE	7.459	Inspect ATO training curriculum/course
275	SURVEILLANCE	7.460	Surveillance of an Air Operator Training Program Conducted by a ATO
276	SURVEILLANCE	7.461	Observed a Knowledge Test, Practical Test, Stage Check or End-of-Course Test to Students of an ATO
277	SURVEILLANCE	7.462	Conduct a Ramp Inspection of an ATO Aircraft
278	SURVEILLANCE	7.463	Surveil ATO Aircraft Documents
279	SURVEILLANCE	7.464	Inspect designees in an ATO
280	SURVEILLANCE	7.465	Surveillance of a ATO school Evaluator
281	SURVEILLANCE	7.470	Conduct an ATO Aircraft AD Compliance Inspection
282	SURVEILLANCE	7.480	Conduct in-depth audit of an ATO
283	RESOLUTION OF SC	8.001	Investigate an aircraft incident
284	RESOLUTION OF SC	8.002	Investigate an Aircraft Occurrence
285	RESOLUTION OF SC	8.003	Investigate a Foreign Air Operator Incident
286	RESOLUTION OF SC	8.004	Investigate a parachute jumping incident
287	RESOLUTION OF SC	8.004	Investigate a parachute jumping incident
288	RESOLUTION OF SC	8.101	Investigate an aircraft accident
289	RESOLUTION OF SC	8.201	Conduct an enforcement investigation
290	RESOLUTION OF SC	8.202	Investigate Non-Compliance in accordance with Self-Disclosure
291	RESOLUTION OF SC	8.203	Provide technical assistance to legal counsel
292	RESOLUTION OF SC	8.204	Investigate a complaint
293	RESOLUTION OF SC	8.213	Process surrender of a personnel licence, medical certificate, designation, or related authorisations
294	RESOLUTION OF SC	8.214	Process surrender of a certificate - AOC, AMO, ATO

Flight Standards Job Tasks – Airworthiness

SRL	CATEGORY	TASK_CODE	DESCRIPTION
295	RESOLUTION OF SC	8.215	Process withdrawal, suspension, revocation, denial or amendment of operations or training specifications
296	RESOLUTION OF SC	8.216	Respond to a request to make a deposition or court appearance
297	RESOLUTION OF SC	8.217	Process the surrender of a certificate holder's certificate or authorization
298	RESOLUTION OF SC	8.218	Provide technical assistance to legal counsel
299	RESOLUTION OF SC	8.219	Reexamine an airman
300	RESOLUTION OF SC	8.220	Perform Informal Action after investigation
301	RESOLUTION OF SC	8.221	Perform Administrative Action after investigation
302	RESOLUTION OF SC	8.222	Conduct follow-up review of remedial training
303	RESOLUTION OF SC	8.223	Process civil penalty as an enforcement action

SRL	CATEGORY	TASK_CODE	DESCRIPTION
1	Gen Tech & Admin	1.000	Attend Initial Hire Employee Orientation - CAA Specific
2	Gen Tech & Admin	1.001	Employee Benefits
3	Gen Tech & Admin	1.002	Time and Attendance
4	Gen Tech & Admin	1.003	Employee Training and Development
5	Gen Tech & Admin	1.004	Office Communications
6	Gen Tech & Admin	1.005	Computer Systems
7	Gen Tech & Admin	1.006	Managing Resources
8	Gen Tech & Admin	1.007	Employee Ethics
9	Gen Tech & Admin	1.008	Labor Unions
10	Gen Tech & Admin	1.009	Conduct and Discipline
11	Gen Tech & Admin	1.010	Travel
12	Gen Tech & Admin	1.011	Security
13	Gen Tech & Admin	1.012	Legal and Regulatory Documents, Inspector Manuals and Guidance Materials.
14	Gen Tech & Admin	1.013	Aviation Environment
15	Gen Tech & Admin	1.150	MaintainCAA secure information databases
16	Gen Tech & Admin	1.200	Employee technical training and development
17	Gen Tech & Admin	1.201	OJT Programme Training
18	Gen Tech & Admin	1.202	OJT Programme Trainer
19	Gen Tech & Admin	1.203	Inspector currency flying under CAA currency programme
20	Gen Tech & Admin	1.204	Conduct Formal Course Training
21	Gen Tech & Admin	1.300	Conduct Special Projects
22	Gen Tech & Admin	1.301	Evaluate technical documents
23	Gen Tech & Admin	1.302	Provide technical assistance
24	Gen Tech & Admin	1.303	Respond to a Public Inquiry

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
25	Gen Tech & Admin	1.304	Perform administrative part of accident standby duty
26	Gen Tech & Admin	1.305	Evaluate an Exemption, Deviation, or Waiver Request
27	Gen Tech & Admin	1.306	Develop/update annual surveillance work plan
28	Gen Tech & Admin	1.400	Conduct Aviation Medical Seminars for AAMEs and AAME staff
29	Gen Tech & Admin	1.401	Conduct Safety Education
30	Gen Tech & Admin	1.402	Conduct Airport Pandemic Preparedness Exercise
31	Gen Tech & Admin	1.403	Perform general aeromedical administrative functions
32	AOC Cert & Ops	2.209	Evaluate an Operator's SMS programme
33	AOC Cert & Ops	2.224	Evaluate an operator's quality system
34	AOC Cert & Ops	2.403	Evaluate an operator's dangerous goods training programme
35	PEL & ATO	4.001	Issue/Renew/Recreational Pilot licence/authorisation
36	PEL & ATO	4.002	Issue/Renew Student Pilot licence/authorisation
37	PEL & ATO	4.003	Issue/renew/reissue Private Pilot Licence
38	PEL & ATO	4.004	Issue/renew/reissue Commercial Pilot Licence
39	PEL & ATO	4.005	Issue/renew/reissue Instrument Rating
40	PEL & ATO	4.006	Issue/renew/reissue Airline Transport Pilot Licence
41	PEL & ATO	4.007	Issue/Renew MultiCrew Pilot Licence
42	PEL & ATO	4.008	Issue/Renew/reissue Remote Pilot Aircraft (RPA) Licence
43	PEL & ATO	4.009	Issue/renew/reissue Type Rating
44	PEL & ATO	4.010	Issue Additional Aircraft Ratings
45	PEL & ATO	4.011	Issue/renew/reissue Flight Instructor Licence
46	PEL & ATO	4.012	Issue/renew/reissue instructor authorisation for flight simulation training
47	PEL & ATO	4.013	Issue/Renew Ground Instructor Licence
48	PEL & ATO	4.014	Issue/Renew/Reissue Flight Engineer Licence/Class rating
49	PEL & ATO	4.015	Issue/renew/reissue Instructor Licence for Flight Engineer Instruction
50	PEL & ATO	4.016	Validate a foreign licence of non-[STATE] licence held by manufacturer flight crew
51	PEL & ATO	4.017	Issue/Renew Parachute Rigger Licence

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
52	PEL & ATO	4.018	Issue/Renew Aviation Repairman Licence for Experimental Aircraft Builder
53	PEL & ATO	4.019	Issue a Pilot Licence Based on Military Competence
54	PEL & ATO	4.020	Issue an emergency replacement licence/certificate/authorisation
55	PEL & ATO	4.021	Evaluate an application for a change of personal data of personnel licence holder
56	PEL & ATO	4.022	Assess applicant language proficiency
57	PEL & ATO	4.100	Issue complex aeroplane endorsement
58	PEL & ATO	4.101	Issue high performance aeroplane endorsement
59	PEL & ATO	4.102	Issue high altitude aircraft endorsement
60	PEL & ATO	4.103	Issue a Letter of Authorisation to a Pilot in Command to Operate Military Surplus Aircraft
61	PEL & ATO	4.104	Issue a Letter of Authorization in Lieu of a Type Rating
62	PEL & ATO	4.105	Issue Special purpose pilot/flight engineer authorisation for foreign operators flying [state] registered aircraft outside [state]
63	PEL & ATO	4.106	Issue/renew/terminate Inspection Authorization
64	PEL & ATO	4.201	Conduct written/knowledge test for a personnel licence
65	PEL & ATO	4.203	Designate or Renew an Aircraft Dispatcher Examiner [OPS]
66	PEL & ATO	4.301	Conduct a private pilot skill test
67	PEL & ATO	4.302	Conduct a commercial pilot skill test
68	PEL & ATO	4.303	Conduct an instrument rating skill test
69	PEL & ATO	4.304	Conduct an airline transport pilot skill test
70	PEL & ATO	4.305	Conduct an MPL skill test
71	PEL & ATO	4.306	Conduct a remotely piloted aircraft skill test
72	PEL & ATO	4.307	Conduct a flight instructor skill test
73	PEL & ATO	4.308	Conduct Skill Test for Additional Aircraft Rating
74	PEL & ATO	4.309	Conduct a Flight Engineer Flight Skill Test
75	PEL & ATO	4.310	Conduct a Flight Navigator Skill Test
76	PEL & ATO	4.311	Conduct a Flight Operations Officer/Dispatcher Skill Test
77	PEL & ATO	4.312	Conduct an Aviation Mechanic Technical Skill Test/Added Rating
78	PEL & ATO	4.313	Conduct a Parachute Rigger Skill Test/Added Rating

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
79	PEL & ATO	4.314	Conduct a Special Medical Skill Test for SODA
80	PEL & ATO	4.401	Flightcrew qualification - Conduct a Competency Check for an Air Operator Pilot
81	PEL & ATO	4.402	Flightcrew qualification - Conduct a Category II and/or Category III Check of an Air Operator Pilot
82	PEL & ATO	4.403	Flightcrew qualification - Conduct a Flight Engineer Proficiency/Competency Check
83	PEL & ATO	4.404	Conduct a VFR Pilot Competency Check for Air Operator
84	PEL & ATO	4.405	Conduct a Pilot Proficiency Check for non-AOC holder
85	PEL & ATO	4.406	Conduct a Pilot Instrument Proficiency Check
86	PEL & ATO	4.407	Conduct a Flight Engineer Proficiency Check
87	PEL & ATO	4.408	Conduct a Category II or Category III Pilot Flight Check
88	PEL & ATO	4.409	Conduct Proficiency Check for a Training Center Evaluator
89	PEL & ATO	4.410	Conduct Flight Check for Additional Aircraft Ratings
90	PEL & ATO	4.411	Re-examination of an Airman
91	PEL & ATO	4.412	Conduct Inspector Flight Check in Accordance with CAA inspector pilot currency programme
92	PEL & ATO	4.413	Conduct a Pilot in Command Proficiency Check
93	PEL & ATO	4.501	Appoint a Designated Aircraft Dispatcher Examiner
94	PEL & ATO	4.502	Renew an Aircraft Dispatcher Examiner
95	PEL & ATO	4.503	Designate an Air carrier Type rating examiner (TRE)
96	PEL & ATO	4.504	Designate an Air Carrier Pilot Examiner Within an Air Operators Designated Examiner Program
97	PEL & ATO	4.505	Designate or Renew a Flight Engineer Examiner Within an Air operator's designated examiner Program
98	PEL & ATO	4.506	Designate a Pilot Examiner
99	PEL & ATO	4.507	Renew a Pilot Examiner Designation
100	PEL & ATO	4.508	Designate a Pilot Proficiency Examiner
101	PEL & ATO	4.509	Renew a Pilot Proficiency Examiner Designation
102	PEL & ATO	4.510	Designate/Renew PPL examiner
103	PEL & ATO	4.511	Designate/Renew CPL examiner
104	PEL & ATO	4.512	Designate/Renew IR examiner

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
105	PEL & ATO	4.513	Designate/Renew ATPL examiner
106	PEL & ATO	4.514	Designate/renew Flight Instructor Examiner
107	PEL & ATO	4.515	Designate a Flight Engineer Examiner
108	PEL & ATO	4.516	Renew a Flight Engineer Examiner Designation
109	PEL & ATO	4.517	Designate/renew Flight Navigator Examiner
110	PEL & ATO	4.518	Appoint/Renew/Terminate a General Aviation (GA) Technical Personnel Examiner (TPE)
111	PEL & ATO	4.519	Appoint/Renew/Terminate a Mechanic Examiner
112	PEL & ATO	4.520	Appoint/Renew/Terminate a Parachute Rigger Examiner
113	PEL & ATO	4.521	Certificate/Renew/Cancel a Designated Airworthiness Representative's Authorization
114	PEL & ATO	4.602	Evaluate FSTD to be used for training for licenses/ratings
115	PEL & ATO	4.701	Conduct Cert Phase I: Pre-application Phase
116	PEL & ATO	4.702	Conduct Cert Phase II: Formal Application Phase
117	PEL & ATO	4.703	Conduct Cert Phase III: Document Compliance Phase
118	PEL & ATO	4.704	Conduct Cert Phase IV: Demonstration and Inspection Phase
119	PEL & ATO	4.705	Review Cert Phase V: Certification Phase
120	PEL & ATO	4.706	Obtain Certificate Number for an ATO
121	PEL & ATO	4.707	Issue or Renew ATO Certificate/Training Specifications
122	PEL & ATO	4.708	Amend or Cancel ATO Certificate/Operations Specifications
123	PEL & ATO	4.709	Respond to potential ATO applicant pre-application inquiry
124	PEL & ATO	4.710	Review pre-application form for ATO applicant
125	PEL & ATO	4.711	Conduct ATO applicant pre-application meeting
126	PEL & ATO	4.712	Review formal ATO application
127	PEL & ATO	4.713	Conduct formal application meeting for ATO applicant
128	PEL & ATO	4.714	Evaluate ATO personnel qualifications
129	PEL & ATO	4.715	Evaluate an ATO statement of compliance
130	PEL & ATO	4.716	Evaluate a Training and Procedures Manual
131	PEL & ATO	4.717	Evaluate Training Center Safety Procedures
132	PEL & ATO	4.718	Evaluate an ATO Quality System Manual

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
133	PEL & ATO	4.719	Evaluate an ATO Safety Management Manual
134	PEL & ATO	4.720	Approve an ATO aircraft Minimum Equipment List (MEL) initial/revision
135	PEL & ATO	4.721	Evaluate ATO lease or contract
136	PEL & ATO	4.722	Evaluate a Training Course
137	PEL & ATO	4.723	Evaluate an ATO Training Programme
138	PEL & ATO	4.724	Evaluate a Core Curriculum
139	PEL & ATO	4.725	Evaluate a Specialty Curriculum
140	PEL & ATO	4.726	Evaluate a Special Curricula for an ATO training Pilots
141	PEL & ATO	4.727	Evaluate a Contractor Training Programme for an ATO
142	PEL & ATO	4.728	Standardise ATO Curricula and Related Syllabi at multiple centres of one training company
143	PEL & ATO	4.729	Add a training course to an Existing ATO Certificate
144	PEL & ATO	4.730	Evaluate the Record-Keeping System Used by an ATO
145	PEL & ATO	4.731	Evaluate ATO facilities and equipment
146	PEL & ATO	4.732	Evaluate a Satellite Used by a Training Organisation
147	PEL & ATO	4.733	Evaluate an ATO Flight Simulation Training Device
148	PEL & ATO	4.734	Evaluate an ATO flight training aids
149	PEL & ATO	4.735	Evaluate Aircraft Used by ATO's training pilots
150	PEL & ATO	4.736	Evaluate Aerodromes used by an ATO
151	PEL & ATO	4.737	Evaluate Ground Training Facilities Used by an ATO
152	PEL & ATO	4.738	Evaluate an ATO Pilot Briefing Area
153	PEL & ATO	4.739	Evaluate an ATO Satellite Base
154	PEL & ATO	4.800	Conduct competency based evaluation of AAME
155	PEL & ATO	4.801	Issue/Reissue/Suspend/Deny AAME authorization
156	PEL & ATO	4.802	Assess AAME medical reports
157	PEL & ATO	4.803	Conduct ab-initio medical examination for Aircrew/ATCOs
158	PEL & ATO	4.804	Conduct medical examination for AVSEC personnel
159	PEL & ATO	4.805	Evaluate ophthalmology report
160	PEL & ATO	4.806	Issue/Reissue/Suspend/Deny of medical certificate
161	SURVEILLANCE	7.001	Plan a surveillance work programme

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
162	SURVEILLANCE	7.003	Conduct in-depth audit of a Service Provider
163	SURVEILLANCE	7.227	Assess an Operator's SMS Programme Implementation
164	SURVEILLANCE	7.401	Surveil a personnel licence holder
165	SURVEILLANCE	7.402	Surveil a pilot at an air show
166	SURVEILLANCE	7.403	Surveil a Flight Instructor
167	SURVEILLANCE	7.407	Surveil a Parachute Rigger
168	SURVEILLANCE	7.421	Inspect a flight instructor refresher course
169	SURVEILLANCE	7.422	Inspect a personnel licensing knowledge testing facility
170	SURVEILLANCE	7.431	Inspect a Designated Pilot Examiner (DPE)
171	SURVEILLANCE	7.432	Inspect a Flight Engineer Examiner
172	SURVEILLANCE	7.433	Inspect a Flight Operations Officer/Dispatcher Examiner
173	SURVEILLANCE	7.434	Inspect a Designated Examiner's Certification Files
174	SURVEILLANCE	7.435	Monitor a Designated Airworthiness Representative (DAR)
175	SURVEILLANCE	7.436	Monitor a Technical Personnel Examiner (TPE)
176	SURVEILLANCE	7.437	Inspect a Designated Mechanic Examiner (DME)
177	SURVEILLANCE	7.438	Inspect a Designated Parachute Rigger Examiner
178	SURVEILLANCE	7.439	Review Examiner Certification Files
179	SURVEILLANCE	7.440	Inspect a Pilot Examiner Training Course
180	SURVEILLANCE	7.441	Inspect a Training Center Designated Examiner
181	SURVEILLANCE	7.451	Inspect an ATO - (non-mechanic)
182	SURVEILLANCE	7.452	Inspect an ATO - Mechanic / Maintenance training
183	SURVEILLANCE	7.454	Inspect Personal Computer Aviation Training Device
184	SURVEILLANCE	7.455	Inspect the ATO Use of FSTD
185	SURVEILLANCE	7.456	Inspect the Personnel Records of an ATO
186	SURVEILLANCE	7.457	Inspect Student Records
187	SURVEILLANCE	7.458	Inspect ATO training Personnel Records
188	SURVEILLANCE	7.459	Inspect ATO training curriculum/course
189	SURVEILLANCE	7.460	Surveil an Air Operator Training Program Conducted by a ATO
190	SURVEILLANCE	7.461	Observed a Knowledge Test, Practical Test, Stage Check or End-of-Course Test to Students of an ATO

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
191	SURVEILLANCE	7.464	Inspect designees in an ATO
192	SURVEILLANCE	7.465	Surveil an ATO school Evaluator
193	SURVEILLANCE	7.480	Conduct in-depth audit of an ATO
194	SURVEILLANCE	7.500	Inspect AAME facility
195	SURVEILLANCE	7.501	Inspect AAME Record Keeping System
196	SURVEILLANCE	7.502	Conduct on-the-spot assessment of Aircrew/ATCOs
197	SURVEILLANCE	7.503	Inspect an on-board first aid and medical kits
198	SURVEILLANCE	7.504	Conduct/Observe first aid training
199	SURVEILLANCE	7.505	Conduct Air Ambulance safety oversight
200	RESOLUTION OF SC	8.001	Investigate an aircraft incident
201	RESOLUTION OF SC	8.002	Investigate an aircraft occurrence
202	RESOLUTION OF SC	8.004	Investigate a parachute jumping incident
203	RESOLUTION OF SC	8.101	Investigate an aircraft accident
204	RESOLUTION OF SC	8.201	Conduct an enforcement investigation
205	RESOLUTION OF SC	8.202	Investigate non-compliance in accordance with self-disclosure
206	RESOLUTION OF SC	8.203	Provide Technical Assistance for an Investigation
207	RESOLUTION OF SC	8.204	Investigate a complaint
208	RESOLUTION OF SC	8.206	Investigate reports of reckless flying
209	RESOLUTION OF SC	8.208	Investigate a pilot deviation
210	RESOLUTION OF SC	8.209	Investigate a gross navigation error
211	RESOLUTION OF SC	8.210	Investigate a report of a near midair collision (MNAC)
212	RESOLUTION OF SC	8.213	Process surrender of a personnel licence, medical certificate, designation, or related authorisations
213	RESOLUTION OF SC	8.214	Process surrender of a certificate - AOC, AMO, ATO
214	RESOLUTION OF SC	8.215	Process withdrawal, suspension, revocation, denial or amendment of operations or training specifications
215	RESOLUTION OF SC	8.216	Respond to a request to make a deposition or court appearance
216	RESOLUTION OF SC	8.217	Process the surrender of a certificate holder's certificate or authorization

Flight Standards Job Tasks – PEL

SRL	CATEGORY	TASK_CODE	DESCRIPTION
217	RESOLUTION OF SC	8.218	Provide technical assistance to legal counsel
218	RESOLUTION OF SC	8.219	Reexamine an airman
219	RESOLUTION OF SC	8.220	Perform Informal Action after investigation
220	RESOLUTION OF SC	8.220	Perform Informal Action after investigation
221	RESOLUTION OF SC	8.221	Perform Administrative Action after investigation
222	RESOLUTION OF SC	8.222	Conduct follow-up review of remedial training
223	RESOLUTION OF SC	8.223	Process civil penalty as an enforcement action

APPENDIX D

POSITION DESCRIPTIONS

APPENDIX D1. POSITION DESCRIPTIONS – FLIGHT STANDARDS AND AIG

The following sample Position Descriptions are contained in this Appendix:

FLIGHT OPERATIONS

1. Operations Inspector – New Hire/Developmental Inspector
2. Operations Inspector – Principal Operations Inspector
3. Aircraft Dispatcher Inspector – New Hire/Developmental Inspector
4. Aircraft Dispatcher Inspector – Journeyman Level
5. Cabin Safety Inspector – New Hire/Developmental Inspector (Ops or Air)
6. Cabin Safety Inspector – Journeyman Level (Ops or Air)
7. Inspector – Flight Simulation – Journeyman Level
8. Principal Helicopter Inspector

AIRWORTHINESS

9. Airworthiness- Maintenance Inspector – New Hire/Developmental Inspector
10. Principal Airworthiness – Maintenance Inspector
11. Principal Avionics Inspector

PERSONNEL LICENSING

12. Personnel Licensing Inspector – Examiner
13. Personnel Licensing Inspector – Training Organisation Inspector

OPERATIONAL SUPERVISORS

14. Supervisory Personnel – Operations Unit Supervisor
15. Supervisory Personnel – Airworthiness Unit Supervisor
16. Supervisory Personnel – Personnel Licensing Unit Supervisor
17. Supervisory Personnel – Office Manager

MISCELLANEOUS SPECIALISTS

18. Safety Data Analyst
19. SSP/SMS specialist

AIRCRAFT ACCIDENT INVESTIGATION (AIG)

20. Investigator-in-Charge
21. Accident Investigator

POSITION DESCRIPTION – FLIGHT STANDARDS AND AIG

1. Operations Inspector – New Hire/Developmental Inspector

I. POSITION SUMMARY

The Operations Inspector (New Hire/Developmental) performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organisations and airmen comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition. Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates or cancellation of operations specifications.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of air carriers, air agencies, and air operators for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of air carriers, air agencies, and air operators and makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of training programme to ensure they meet the requirements of CAA regulations, including flight simulators, training devices, and other such equipment, as well as check airmen. Makes recommendations to the principal inspector or supervisor.

C. Surveillance

Monitors operations and affiliated training activities. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector may be required to participate in the CAA flight programme as a flight crew member. If so, the inspector will be required to meet the medical and flight currency

requirements set forth in CAA orders governing the operation of aircraft.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

2. Operations Inspector - Principal Operations Inspector

I. POSITION SUMMARY

The Principal Operations Inspector functions as the primary operations interface between assigned air operators and the CAA. Has primary responsibility to assure that assigned air operators meet Civil Aviation Regulations with respect to operations programme. Determines the need for and establishes work programme for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates Minimum Equipment List (MEL) approvals with Principal Airworthiness Inspectors. Takes enforcement action in instances of non-compliance with the MEL.

Coordinates with other inspectors as required to accomplish additional air carrier surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programme to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

Approves or disapproves these training programme including flight simulators, training devices, or other equipment used in these programme.

Approves/disapproves designations of check airmen and makes recommendations on the

appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of operations specifications and issues original operation certificates. Approves amendments to operations specifications.

Evaluates the safety of proposed changes in route or airport authorizations. Prescribes any changes required before approval.

Directs or participates in proving flight evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of company operations, including: training programme and records, base and station facilities, and route systems. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

D. Other

May be assigned other duties and responsibilities as required.

The inspector may be required to participate in the CAA flight programme as a flight crew member. If so, the inspector will be required to meet the medical and flight currency requirements set forth in CAA orders governing the operation of aircraft.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

3. Aircraft Dispatcher Inspector – New Hire/Developmental Inspector

I. POSITION SUMMARY

The Aircraft Dispatcher Inspector (New Hire/Developmental) performs a variety of tasks associated with air operator dispatch centers, operational control Inspectorates, and aircraft dispatcher examiners, and the CAA. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that air carrier dispatch centers and/or dispatch training facilities are properly and adequately organized, equipped and staffed with qualified aircraft dispatchers, support personnel, and instructors.

Reviews policies and procedures, under the guidance of a supervisor or the principal operations inspector (POI), on assigned areas of the company's approved training programme, dispatch documents and manuals.

Assists in the conduct of enforcement investigations and preparation of final reports and recommendations. Participates in the emergency suspension of certificates or cancellation of operations specifications. Assists in the re-examination of certificated airmen or re-certification of an operator or agency.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

B. Certification

Participates in the initial certification of new operators in all aircraft dispatch/operational control related areas. Reviews dispatcher documents and evaluates plans to ensure compliance with the regulations and CAA policy and guidance. Recommends changes that will be required prior to approval of dispatch centers to the supervisor or POI.

Provides assistance in the review of manuals and revisions related to aircraft dispatch and operational control, including procedures for coordination of dispatch, flight control, or flight following procedures as applicable.

Assists in certification of aircraft dispatchers as requested.

Provides assistance in the evaluation of air operator operational control and dispatch facilities

by on-site inspections. Based on the results of those evaluations, makes recommendations to the supervisor or POI on necessary changes to policies and procedures.

C. Surveillance

Assists in development of a work programme, in coordination with the supervisor or POI, to ensure periodic surveillance of operational control centers, training instructors, training programme, and all phases of air carrier dispatch operations. Provides assistance in monitoring of aircraft dispatcher training programme conducted by air operators to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated examiners during the conduct of dispatcher certification tests and recurring evaluations to ensure compliance with established standards.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

4. Aircraft Dispatcher Inspector – Journeyman Level

I. POSITION SUMMARY

The Aircraft Dispatcher Inspector functions as the primary interface between air operator dispatch centers, operational control Inspectorates, and aircraft dispatcher examiners, and the CAA. Ensures that these individuals/organisations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programme for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of dispatch and operational control related issues.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that air carrier dispatch centers and/or dispatch training facilities are properly and adequately organized, equipped and staffed with qualified aircraft dispatchers, support personnel, and instructors.

Serves as the expert technical advisor on policies and procedures to the principal operations inspector (POI) on assigned areas of the company's approved training programme, dispatch documents and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of an operator or agency.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the aircraft dispatch/operational control programme area and related Civil Aviation Regulations and agency orders.

Conducts initial and annual training and recommends the designation of assigned designated examiners.

B. Certification

Participates in the initial certification of new operators in all aircraft dispatch/operational control related areas. Reviews dispatcher documents and evaluates plans to ensure compliance with the

regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the POI that will be required prior to approval of dispatch centers.

Reviews and recommends approval or disapproval of manuals and revisions related to aircraft dispatch and operational control, including procedures for coordination of dispatch, flight control, or flight following procedures as applicable.

Conducts certification of aircraft dispatchers as requested.

Evaluates air operator operational control and dispatch facilities by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the POI on necessary changes to policies and procedures.

Ensures standardization of all dispatch personnel.

C. Surveillance

Develops a work programme, in coordination with the POI, to ensure periodic surveillance of operational control centers, training instructors, training programme, and all phases of air carrier dispatch operations. Monitors aircraft dispatcher training programme conducted by air operators o ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated examiners during the conduct of dispatcher certification tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of aircraft dispatchers and instructors to determine adequacy and quality of approved air carrier training programme. Advises the POI of any problems or controversial situations and recommends solutions as appropriate. Works with air carrier dispatch Inspectorate officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

5. Cabin Safety Inspector – New Hire/Developmental Inspector

I. POSITION SUMMARY

The Cabin Safety Inspector (New Hire/Developmental) performs a wide variety of tasks associated with technical administration, certification and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Assists in surveillance and investigation of training facilities to ensure they are properly and adequately organized and equipped, staffed with appropriately qualified instructors, and conduct flight attendant training as required by appropriate Civil Aviation Regulations and CAA approved training programme.

Participates in review of assigned areas of the company's training programme.

Provides verbal and/or written technical assistance to legal counsel testifies at court trials and formal hearings and gives depositions.

B. Certification

Reviews manuals and other documents to ensure compliance with the Civil Aviation Regulations, CAA policy and guidance. Makes recommendations to the principal inspector or supervisor.

Assists in development of recommendations for approval or disapproval of manuals and revisions related to cabin safety programme and obtaining amendments to previously approved manuals to correct conflicts with regulatory requirements, eliminate unsafe practices, and improve the specificity of instruction.

Provides assistance in the evaluation of flight attendant training programme to ensure that they meet CAA requirements, national and regional directives, and safe operating practices. Assists in development of recommendations for approval or disapproval of training programme including cabin simulators, training devices and other training aids used in these programme.

Provides assistance in evaluation of operations and facilities by on-site inspections and by reviewing reports of other inspectors or other personnel.

Provides assistance in evaluation of requests to operate under conditions not previously authorized and recommends additional conditions and limitations as appropriate.

Participates in proving flight evaluations to determine compliance with Civil Aviation Regulations. Assists in development of recommendations for changes that will be required prior to approval.

Participates in evaluations of air carrier and air operator emergency evacuation, ditching, and other emergency procedures, and development of recommendations to the POI.

Assists in reviews of proposed modifications to aircraft interiors and location and use of equipment affecting cabin safety and makes recommendations to the POI.

C. Surveillance

Monitors cabin safety activities, including training programme and records; base and station facilities; and route systems. Evaluates cabin simulators, training devices and other training aids to ensure compliance with original approval. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in cabin safety functions. Recommends necessary changes to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

6. Cabin Safety Inspector – Journeyman Level

I. POSITION SUMMARY

The Cabin Safety Inspector functions as a resource and technical authority on cabin safety requirements as they relate to work activities affecting civil aviation. Provides technical support regarding cabin safety for assigned air carriers and air operators. Ensures assigned operators comply with applicable Civil Aviation Regulations, CAA policy and guidance and approved programme.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Develops a work programme to ensure periodic surveillance of training instructors, company training programme and all phases of air carrier operations.

Determines through surveillance and investigation that the training facilities are properly and adequately organized and equipped, staffed with appropriately qualified instructors, and conduct flight attendant training as required by appropriate Civil Aviation Regulations and CAA approved training programme.

Serves as the technical advisor to the Principal Operations Inspector (POI) on assigned areas of the company's training programme.

Coordinates technical instructions, policy orders, and procedures through the POI and related CAA personnel to ensure standardization of training activities.

Conducts investigations of public complaints, government inquiries and aircraft incidents and accidents relating to cabin safety.

Conducts enforcement investigations and prepares final reports and recommendations on disposition.

Provides verbal and/or written technical assistance to legal counsel testifies at court trials and formal hearings and gives depositions.

Develops recommendations for new or revised regulations, standards and procedures governing cabin safety aspects of certification and operational practiced of air carriers and air operators.

B. Certification

Performs initial certification of new operators in all cabin safety related areas. Reviews documents and evaluates plans to ensure compliance with the Civil Aviation Regulations, CAA policy and guidance. May provide support to other regions during certification process.

Reviews and recommends approval or disapproval of manuals and revisions related to cabin

safety programme. Obtains amendments to previously approved manuals to correct conflicts with regulatory requirements, eliminate unsafe practices, and improve the specificity of instruction.

Evaluates flight attendant training programme to ensure that they meet CAA requirements, national and regional directives, and safe operating practices. Recommends approval or disapproval of training programme including cabin simulators, training devices and other training aids used in these programme.

Evaluates operations and facilities by on-site inspections and by reviewing reports of other inspectors or other personnel. Negotiates necessary changes in policies and procedures.

Evaluates requests to operate under conditions not previously authorized and recommends additional conditions and limitations as appropriate.

Participates in proving flight evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

Evaluates air carrier and air operator emergency evacuation, ditching, and other emergency procedures, and makes recommendations to the POI.

Reviews proposed modifications to aircraft interiors and location and use of equipment affecting cabin safety and makes recommendations to the POI.

C. Surveillance

Monitors all phases of assigned cabin safety activities, including training programme and records; base and station facilities; and route systems. Evaluates cabin simulators, training devices and other training aids to ensure compliance with original approval. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in cabin safety functions. Recommends necessary changes to the POI.

Monitors and evaluates activities of classroom and in-flight instructors to assure continued competency of flight attendants. Observes the conduct of flight attendant initial, transition, recurrent, and differences training to ensure adherence to approved training programme and the continued competency of flight attendants.

Conducts enroute inspections and ramp inspections of air carrier operators. Evaluates crew coordination procedures between flight crew members and flight attendants. Recommends changes to the POI on location and/or security of aircraft equipment affecting passenger safety or emergency procedures.

Participates in cabin safety related incident/accident investigations of air carriers and air operators when requested.

Conducts cabin safety system analysis independently or as a team member on special inspection

teams.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

7. **Inspector – Flight Simulation – Journeyman Level**

I. **POSITION SUMMARY**

The Inspector – Flight Simulation – serves as a primary interface between operators of flight simulation training devices (FSTD) and the CAA. Has primary responsibility to assure that assigned operators and/or training organisations meet Civil Aviation Regulations with respect to FSTD programme. Determines the need for and establishes work programme for surveillance and inspection of assigned operators and/or organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. **DUTIES AND RESPONSIBILTIES**

A. **Technical Administration**

Within the CAA serves as a recognized national expert and consultant with a high level of technical knowledge and professional expertise concerning state of-the art aircraft simulation of piston and turbojet-powered aircraft with full and final responsibility for technical decisions relating to:

    a. Simulation hardware including-motion and-visual systems.

    b. Simulation software including simulator and visual system programming.

    c. Evaluation of airplane simulators and training devices in accordance with agency regulations and standards.

    d. Upgrading previously approved simulation equipment to the standards set forth in the agency's advanced simulation plan and other directives.

Incumbent develops plans and procedures to assure responsiveness and compatibility of aircraft simulation standards with the special technical capabilities of that specific aircraft. Collects, collates, and reports foreign and domestic research and development which impact the field of aircraft simulation relative to his/her specific aircraft specialty. Addresses the unique training and qualification or certification requirements for a specific aircraft, and publishing guidelines for national use in approving air carriers' and operators' training programmes.

Participates in planning, consolidating, coordinating, monitoring and evaluating programmes, special assignments, and activities of the CAA relative to complex and controversial special programmes involving aircraft simulator and aircraft training device evaluations.

Keeps abreast of new developments, advances and research endeavors of the agency, other governmental agencies, foreign agencies, and the aviation industry as they affect aircraft simulation, training capabilities, operations, and safety.

Reviews and ensures the adequacy of safety regulatory material developed by the CAA that relate to aircraft simulation. Provides advice for rulemaking and recommends the development of new or amended rules, regulations, standards, or other regulatory material, as required, and the discontinuance of those no longer considered appropriate or necessary.

B. Certification

Approves or disapproves the use of FSTD's for use in air operator or airman training programme to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

Evaluates and makes recommendations regarding the continued qualification of FSTD's for use in airman training and proficiency.

C. Surveillance

Is responsible for monitoring all phases of operator use of FSTD's. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

D. Other

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

8. Principal Helicopter Inspector

I. POSITION SUMMARY

The Principal Helicopter Inspector functions as the primary operations interface between assigned air operators and the CAA. Has authoritative expert technical guidance and operational control to ensure compliance with applicable helicopter regulatory requirements for operations and airworthiness in both Visual Flight Rule (VFR) and Instrument Flight Rule (IFR) controls, and night vision devices. Responsible for a complex and varied group of rotorcraft-helicopter programmes both domestic and international. Ensure National compliance with applicable standards, laws, and CAA regulations, CAA policies and directives. Provides organisations and industry with expert guidance in applying system safety assurance standards targeting surveillance based upon identified risks.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Develops new or innovative standards, practices and procedures to address highly technical issues, identifies the need for and recommends changes to National policies and procedures for certification and surveillance compliance.

Chairs joint CAA-industry meetings, explains, megotiates and settles highly controversial and critical issues with key officials, including internal organizations, and industry training organizations.

Prepares technical and other pertinent correspondence, responds to inquiries, and testifies at court trials and formal hearings resolving highly complex compliance, regulatory matters, and public complaints.

Provides advice and recommendations to increase safety, provides training and interpretation on highly complex policy and guidance to inspectors.

Acts as a repository for relative information and standards regarding maintenance and avionics programmes utilizing the newest and most complex systems, i.e., powerplants, hydraulic flight controls, electronic engine controllers (EED) or electronic control units (ECU), full authority digital engines (FADEC), composite rotor systems, and cockpit design of the modern helicopter technology complexity advances.

Develops and implements thorough and well thought out plans regarding the management of risk in general aviation rotorcraft-helicopter operations.

B. Certification

Evaluates the inspector resources for the oversight of operators with high risk profiles; evaluates maintenance and avionics programmes for the diverse rotorcraft-helicopter industry, including

cutting edge technology and night vision devices, state of the art navigation, and stabilization systems.

Evaluates training programmes to ensure they meet the requirements of the CAA regulations. Manages reliability team efforts during the development of the standards and procedures pertaining to training programmes.

Approves or disapproves technical manuals and revisions. I.E. Off-shore Standard Approach Procedures, Airborne Radar Approaches, Helicopter Enroute Descent Descent Areas, Special Instrument Approach Procedures, Night Goggle, Rotorcraft External Load.

C. Surveillance

Identifies and analyses risks and ensures hazards are appropriately addressed and determine when surveillance retargeting is required.

Surveils operations in high-risk environments; manages the safety of emergency medical operations to include those with a sophisticated blends of operational demographics and high risk environments.

D. Other

The inspector works with technically advanced helicopters for large operators or has oversight over large helicopter air ambulance operators. As the principal representative in regulatory surveillance of air carrier activities, exercises certificate authority over rotorcraft air carriers with very extensive and complex operations. Analyzes flight operations involving large fleets of rotorcraft engaged in large scale passenger and freight service. This level includes both domestic and international operators.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

9. Airworthiness Inspector - New Hire/Developmental Inspector

I. POSITION SUMMARY

The Airworthiness Inspector (New Hire/Developmental) performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organisations and airmen comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition.

Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates and conducts re-examination of certificated airmen. Assists in recertification of and operator or agency.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of air carriers, air agencies, and air operators for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of air carriers, air agencies, and air operators and makes recommendations to the principal inspector or supervisor.

Performs as directed, airmen and aircraft certification functions.

C. Surveillance

Performs, as directed, all surveillance activities associated with air carriers, air agencies, air operators, airmen, and designees. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

10. Principal Airworthiness Inspector

I. POSITION SUMMARY

The Principal Airworthiness Inspector (Maintenance/Avionics), functions as the primary airworthiness interface between assigned air operators and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organisations meet Civil Aviation Regulations with respect to maintenance, preventive maintenance, and alteration programme. Determines the need for and establishes work programme for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Develops maintenance programme requirements through participation on Maintenance Review boards. Coordinates Minimum Equipment List (MEL) approvals with the principal operation inspector. Takes enforcement action in instances of non-compliance with the MEL.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of an operator or agency.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional air carrier surveillance.

B. Certification

Has responsibility for initial and ongoing certification of air carriers, aircraft, airmen and air agencies.

Evaluates requests for an air carrier to operate under conditions not previously specified in the

maintenance portion of the operations specifications. Approves or disapproves requests and provides additional conditions and limitations as needed.

Provides guidance to assigned air carriers in the development of required maintenance manuals and record keeping systems. Reviews and determines adequacy of manuals associated with the air carrier's maintenance programme and revisions. Assures that manuals and revisions comply with regulatory requirements, prescribe safe practices, and furnish clear and specific instructions governing maintenance programme. Approves operations specifications and amendments.

Determines if air carrier maintenance/avionics facilities and contract arrangements for the purpose of overhaul work, major repairs, alterations, and other maintenance are satisfactory. Reviews changes and negotiates with air carrier management to resolve problems.

Determines if overhaul and inspection time limitations warrant revision.

Evaluates an operator's proposed reliability programme for compliance with national policies. Advises operator of deficiencies and required changes. Approves/disapproves reliability programme.

Determines if the air carrier's training programme meets the requirements of the Civil Aviation Regulations, is compatible with the maintenance programme, is properly organized and effectively conducted, and results in trained and competent personnel.

Directs or participates in proving flight evaluations to determine compliance with the Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Directs the inspection and surveillance of the air carrier's continuous airworthiness maintenance programme. Monitors all phases of the air carrier's maintenance operation, including the following: maintenance, engineering, quality control, production control, training, and reliability programme.

Analyzes trends to detect deterioration in the maintenance programme.

Analyzes reports submitted by the air carrier to ensure compliance with the maintenance programme and assures the air carrier has an effective continuing analysis and surveillance programme to meet the requirements of the Civil Aviation Regulations.

Is responsible for monitoring the activities of air operators and other industry personnel.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of

an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

11. Principal Avionics Inspector

I. POSITION SUMMARY

The Principal Avionics Inspector functions as the primary avionics interface between assigned air operators and other aviation entities, and the CAA. Has primmary responsibility to assure that assigned organisations meet Civil Aviation Regulations with respect to avionics programme. Determines the need for and establishes work programme for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Develops avionics programme requirements through participation on Maintenance Review boards. Coordinates Minimum Equipment List (MEL) approvals with the principal operation inspector. Takes enforcement action in instances of non-compliance with the MEL.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of an operator or agency.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional air carrier surveillance.

B. Certification

Has responsibility for initial and ongoing certification of air carriers, aircraft, airmen and air agencies.

Evaluates requests for an air carrier to operate under conditions not previously specified in the maintenance portion of the operations specifications. Approves or disapproves requests and

provides additional conditions and limitations as needed.

Provides guidance to assigned air carriers in the development of required maintenance manuals and record keeping systems. Reviews and determines adequacy of manuals associated with the air carrier's avionics programme and revisions. Assures that manuals and revisions comply with regulatory requirements, prescribe safe practices, and furnish clear and specific instructions governing avionics programme. Approves operations specifications and amendments.

Determines if air carrier avionics facilities and contract avionics arrangements are satisfactory. Reviews changes and negotiates with air carrier management to resolve problems.

Determines if avionics oriented inspection time limitations warrant revision.

Evaluates an operator's proposed avionics reliability programme for compliance with national policies. Advises operator of deficiencies and required changes. Approves/disapproves avionics portions of reliability programme.

Determines if the air carrier's training programme meets the requirements of the Civil Aviation Regulations, is compatible with the avionics programme, is properly organized and effectively conducted, and results in trained and competent personnel.

Directs or participates in proving flight evaluations to determine compliance with the Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Directs the inspection and surveillance of the air carrier's avionics programme. Monitors all phases of the air carrier's avionics operation.

Analyzes trends to detect deterioration in the avionics programme.

Analyzes reports submitted by an air carrier to ensure compliance with the avionics programme and assures the air carrier has an effective continuing analysis and surveillance programme to meet the requirements of the Civil Aviation Regulations.

Is responsible for monitoring the activities of air operators and other industry personnel.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

POSITION DESCRIPTION – FLIGHT STANDARDS AND AIG

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

12. Personnel Licensing Inspector - Examiner

I. POSITION SUMMARY

The examiner functions as the primary operations interface between personnel licence or certificate holders as well as examiner designees and the CAA. Has primary responsibility to assure that assigned personnel meet Civil Aviation Regulations with respect to licence and certification requirements. Determines the need for and establishes work programme for certification of personnel within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned personnel are licenced or certificated. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Evaluates the technical knowledge qualifications presented in support of applications for exemption for examination for licences and ratings

Evaluates technical knowledge level of competency of foreign licences and rating examinations

Assess the extent of the technical knowledge examinations and/or skill tests to be taken by applicants for the validation or conversion of foreign licences and ratings

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Approves/disapproves designations of check airmen and makes recommendations on the appointment of designees.

C. Surveillance

Is responsible for monitoring the activities of personnel licences and certificates as well as designated examiners, check airmen, and instructors as part of renewal of certificates.

D. Other

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions

taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

13. Personnel Licensing Inspector – Training Organisation Inspector

I. POSITION SUMMARY

The examiner functions as the primary operations interface between training organisations and the CAA. Has primary responsibility to assure that assigned personnel meet Civil Aviation Regulations with respect to training organisation activities. Determines the need for and establishes work programme for surveillance and inspection training organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned certificated training organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Orally examines in their specialist subjects and audition in the classroom, ground instructors seeking authorization to instruct at approved training organisations or approve the training and evaluation conducted by an approve training organisation.

Evaluates ground training curricula and study material submitted by approved training organisations in support of applications for approval to conduct approved training courses.

Determines the strengths and weaknesses of programme for ground training, practical training, on-the-job training and flight training at approved training organisations and recommend the remedial action to be taken to maintain standards and improve course design

Evaluates the effectiveness of the quality assurance system and, if required, of the safety management system

B. Certification

Approves/disapproves applications for training organisations and conducts all phases of the certification process.

C. Surveillance

Is responsible for monitoring all phases of training organisation operations, including: training programme and records, base and station facilities. Inspects the training facilities, procedures and methods at approved training organisations

D. Other

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

14. Supervisory Personnel - Operations Unit Supervisor

I. POSITION SUMMARY

The Operations Unit Supervisor functions as the primary supervisory operations interface between assigned air carriers and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organisations meet Civil Aviation Regulations with respect to operations programme. Determines the need for and establishes work programme for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of an operator or agency.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates Minimum Equipment List (MEL) approvals with Principal Airworthiness

Inspectors. Takes enforcement action in instances of non-compliance with the MEL.

Coordinates with other inspectors as required to accomplish additional air carrier surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programme to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials. Approves or disapproves these training programme including flight simulators, training devices, or other equipment used in these programme.

Approves/disapproves designations of check airmen and makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of operations specifications and issues original operation certificates. Approves amendments to operations specifications.

Evaluates the safety of proposed changes in route or airport authorizations. Prescribes any changes required before approval.

Directs or participates in proving flight evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of company operations, including: training programme and records, base and station facilities, and route systems. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners, check airmen, and instructors.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned airworthiness inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates

subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programme. Is responsible for ensuring that the unit's human, monetary, and material resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

E. Other

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The supervisor independently performs execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

15. Supervisory Personnel – Airworthiness Unit Supervisor

I. POSITION SUMMARY

The Airworthiness Unit Supervisor functions as the primary supervisory airworthiness interface between assigned air operators and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organisations meet Civil Aviation Regulations with respect to maintenance, preventive maintenance, and alteration programme. Determines the need for and establishes work programme for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Develops maintenance programme requirements through participation on Maintenance Review boards. Coordinates Minimum Equipment List (MEL) approvals with the principal operation inspector. Takes enforcement action in instances of non-compliance with the MEL.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of an operator or agency.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional air carrier surveillance.

B. Certification

Has responsibility for initial and ongoing certification of air carriers, aircraft, airmen and air agencies.

Evaluates requests for an air carrier to operate under conditions not previously specified in the maintenance portion of the operations specifications. Approves or disapproves requests and

provides additional conditions and limitations as needed.

Provides guidance to assigned air carriers in the development of required maintenance manuals and record keeping systems. Reviews and determines adequacy of manuals associated with the air carrier's maintenance programme and revisions. Assures that manuals and revisions comply with regulatory requirements, prescribe safe practices, and furnish clear and specific instructions governing maintenance programme. Approves operations specifications and amendments.

Determines if air carrier maintenance/avionics facilities and contract arrangements for the purpose of overhaul work, major repairs, alterations, and other maintenance are satisfactory. Reviews changes and negotiates with air carrier management to resolve problems.

Determines if overhaul and inspection time limitations warrant revision.

Evaluates an operator's proposed reliability programme for compliance with national policies. Advises operator of deficiencies and required changes. Approves/disapproves reliability programme.

Determines if the air carrier's training programme meets the requirements of the Civil Aviation Regulations, is compatible with the maintenance programme, is properly organized and effectively conducted, and results in trained and competent personnel.

Directs or participates in proving flight evaluations to determine compliance with the Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Directs the inspection and surveillance of the air carrier's continuous airworthiness maintenance programme. Monitors all phases of the air carrier's maintenance operation, including the following: maintenance, engineering, quality control, production control, training, and reliability programme.

Analyzes trends to detect deterioration in the maintenance programme.

Analyzes reports submitted by the air carrier to ensure compliance with the maintenance programme and assures the air carrier has an effective continuing analysis and surveillance programme to meet the requirements of the Civil Aviation Regulations.

Is responsible for monitoring the activities of air operators and other industry personnel.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned airworthiness inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by

subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programme. Is responsible for ensuring that the unit's human, monetary, and material resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

E. Other

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The supervisor independently performs execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

16. Supervisory Personnel – Office Manager

I. POSITION SUMMARY

Serves as the Manager of a Flight Standards Directorate field office. Plans and administers the office programme to promote safety in all aviation activities. Has responsibility and authority for all decision-making in a wide variety of administrative and technical areas.

II. DUTIES AND RESPONSIBILITIES

A. Has overall responsibility for the direction and accomplishment of all functions and programme of the field office, from both the technical and administrative standpoint.

B. Makes decisions which determine the basic content and character of the field office, specifically:

1. Establishes goals and objectives for each programme area and approves modifications as required by changes in the environment. Makes project assignments and sets priorities.

2. Evaluates the adequacy and accomplishment of programme, such as certifications, surveillance, investigation and accident prevention and ensures changes are made as necessary.

3. Determines the level of staffing and fiscal resources to be directed toward the accomplishment of various work programme. Approves adjustments to duty hours and workload scheduling to maintain control of premium compensation while meeting operational requirements.

4. Requests the additional resources necessary to accomplish unanticipated field office activities.

5. Provides justification to support major expenditures required to perform the function of the field office.

C. Performs long-range planning in connection with prospective changes in field office functions and programme. Coordinates and implements organisational structural changes within the office to meet programme requirements.

D. Assures that effective organisational and communication links are established between programme groups. Develops controls and feedback systems that produce the level and variety of data essential to make management decisions in all programme areas.

E. Advises higher level officials of problems involving the relationship of the field office functions to broader programme and the impact of these problems.

F. Supports all Flight Standards Inspectorate automation programme and ensures timely, accurate and complete entry of data. Utilizes data as an analytical tool to identify trends, adjust work programme, and redirect resources to improve the quality and effectiveness of the Flight Standards Inspectorate and Civil Aviation Authority (CAA) mission. Ensures the office automation

programme is consistent with national and regional directives, including systems security and software usage.

G. Accomplishes the following supervisory duties:

1. Plans work to be accomplished by subordinates. Sets priorities and establishes schedules for completion of work. Assigns work to subordinates based on priorities, taking into consideration and difficulty and requirements of the assignments and capabilities of employees. Gives advice, counsel, or instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates or subordinate supervisors.

2. Interviews and selects candidates for positions in the field office including recruitments, promotions, and reassignments of technical and supervisory personnel. Evaluates subordinates and may review evaluations made by supervisors of other employees.

3. Addresses grievances and employee complaints and other issues not resolved at a lower level. Applies the complete range of disciplinary measures when necessary.

4. Manages the office training programme, reviews training needs of subordinates, solves training problems, and takes action to obtain and provide required training.

5. Makes managerial decisions which promote a positive image of the CAA through interaction with various user groups. Actively communicates the CAA role in fostering economic growth while maintaining adequate levels of safety.

6. Is committed to, and actively supports, the human relations programme by taking positive action to continually improve the personal working environment in the office, establish effective avenues of communication, and encourage involvement of the workforce in problem resolution. Communicates regional and national policies to office personnel.

H. Performs other duties as assigned.

III. SUPERVISION RECEIVED

The Office Manager independently performs execution of assigned activities. Overall policy, objectives, emphasis, and broad administrative direction are provided by the Flight Standards Division Manager or Director General. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices**.**

17. Miscellaneous - Safety Data Analyst

I. POSITION SUMMARY

The Safety Data Analyst reports directly to the state SSM/SSP Implementation Committee or the Director of Safety. Plans and administers the SMS/SSP programme to promote safety in all aviation activities.

II. DUTIES AND RESPONSIBILITIES

1. Contribute to the implementation of the State SMS/SSP programme.
2. Explores the current data infrastructure and identify what data to capture to do predictive safety oversight
3. Review/Audit service provider SMS tools to ensure compliance with state SSP
4. Investigate minimum data requirements as input to SMS predictive algorithms
5. Support in reviewing data, information and related sources and developing an updated process for prioritization, scheduling and preparation of State USOAP CMA activities.
    o Support the mapping of potential inputs from audit/assessment programmes into the prioritization process of the SSP
6. Support the update and execution of the USOAP CMA communication strategy.
7. Develop content to support the update of State related activities on USOAP CMA related websites.

III. SUPERVISION RECEIVED

The Safety Data Analyst is a specialist who reports directly to the state SSM/SSP Implementation Committee or the Director of Safety.

18 Miscellaneous - SSP/SMS Specialist

I. POSITION SUMMARY

The SMS/SSP Specialist is a member of the state SSM/SSP implementation committee. Leads in the planning and administration the SMS/SSP programme as it relates to his area of specialization to promote safety in aviation activities.

II. DUTIES AND RESPONSIBILITIES

1. Contribute to the implementation of the State SMS/SSP programme.
2. Review/Audit service provider SMS tools in his area of specialisation to ensure compliance with state SSP.
3. Offer constructive support/suggestions to industry on SMS implementation.
4. Support in reviewing data, information and related sources and preparation of State USOAP CMA activities.
5. Support the update and execution of the USOAP CMA communication strategy.
6. Develop content to support the update of State related activities on USOAP CMA related websites.

III. SUPERVISION RECEIVED

SMS/SSP Specialist is a member of the state SSM/SSP Implementation Committee

19 AIG – Investigator-in-Charge

I. POSITION SUMMARY

The Investigator-in-Charge (IIC) has complete control over the conduct of investigations through the preparation and adoption of the final report by the Minister responsible for Aviation

II. DUTIES AND RESPONSIBILITIES

1. Is highest ranking investigator on scene
2. Organizes and is the focal point for the on-scene investigation
3. Contracts for services on-scene
4. Responsible for site safety
5. Keeps lines of communication open between parties and the Board
6. Informs headquarters when safety deficiency becomes recognized
7. Is the administrative organizer of the investigation
8. Communicates regularly with headquarters
9. Acts as best source of answers when 'parties' have investigative question

III. SUPERVISION RECEIVED

Administratively reports to the Investigator in Chief but technically reports to the Minister responsible for Aviation.

20. AIG Accident Investigator

I. POSITION SUMMARY

Accident investigations will often involve specialized areas, it is important that those selected for training as investigators understand the aviation infrastructure and are able to relate to as many different areas of aviation as possible including:

1. Flight Operations

2. Airworthiness

3. Personnel Licencing

4. ANS (ATC, MET, CNS etc)

5. Engineering

6. Human factors

II. DUTIES AND RESPONSIBILITIES

Support the Investigator-in-Charge to perform all his responsibilities including

1. Gathering evidence
2. Interviewing witnesses

3. Analyzing evidence
4. Analyzing FDR/CDR readouts
5. Attending to all on-site and off-site meetings
6. Briefing the Investigator-in-Charge on all relevant information
7. Assisting in drafting Draft and Final Reports

III. SUPERVISION RECEIVED

All investigators report directly to the Investigator-in-Charge

APPENDIX D2. POSITION DESCRIPTIONS – AERODROME AND ANS

The following sample Position Descriptions are contained in this Appendix: D2

AERODROMES OPERATIONS

1. Aerodromes Inspector – New Hire/Developmental Inspector
2. Aerodromes Inspector – Principal Aerodromes Inspector
3. Aerodromes Inspector – Emergency Services Inspector
4. Aerodromes Inspector – Aerodrome Engineering inspector

AIS/AIMS

5. AIS/AIMS Inspector – New Hire/Developmental Inspector
6. AIS/AIMS Inspector – Principal AIS/AIMS Inspector
7. AIS/AIMS Inspector – AIS/AIMS Publications Services Inspector
8. AIS/AIMS Inspector – AIS/AIMS Charting Services Inspector

AEROMET

9. AEROMET Inspector - New Hire/Developmental Inspector
10. AEROMET Inspector – Principal AEROMET Inspector
11. AEROMET Inspector – AEROMET Observation Services Inspector
12. AEROMET Inspector – AEROMET Forecasting Station Services Inspector

AEROTEL

13. AEROTEL Inspector - New Hire/Developmental Inspector
14. AEROTEL Inspector – Principal AEROTEL Inspector
15. AEROTEL Inspector – Radio Navigation and Surveillance Services Inspector

ATS

16. ATS Inspector - New Hire/Developmental Inspector
17. ATS Inspector – Principal ATS Inspector
18. ATS Inspector – Aeronautical Search and Rescue Services Inspector
19. ATS Inspector - Flight Procedure Design   Inspector

AERODROME/ANS SUPERVISORS

20. Supervisory Personnel – Aerodromes Unit Supervisor
21. Supervisory Personnel – AIS/AIM Unit Supervisor
22. Supervisory Personnel – AEROMET Unit Supervisor
23. Supervisory Personnel – AEROTEL Unit Supervisor
24. Supervisory Personnel – ATS Unit Supervisor
25. Supervisory Personnel – Office Manager

POSITION DESCRIPTION – AERODROMMES AND ANS

1. Aerodrome Inspector – New Hire/Developmental Inspector

I. POSITION SUMMARY

The Aerodrome Inspector (New Hire/Developmental) performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organizations and aerodrome operations/maintenance personnel comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition. Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of aerodrome operators for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of aerodrome operators and makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of training programmes to ensure they meet the requirements of CAA regulations, including simulators, training devices, and other such equipment. Makes recommendations to the principal inspector or supervisor.

Performs a variety of personnel competency assessment functions

C. Surveillance

Performs, as directed, all surveillance activities on aerodrome operators, aerodrome operation and maintenance personnel, designated assessors, and aviation organization operations. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as

to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

POSITION DESCRIPTION – AERODROMMES AND ANS

2. Aerodrome Inspector - Principal Aerodrome Inspector

I. POSITION SUMMARY

The Principal Aerodrome Inspector functions as the primary aerodrome interface between assigned aerodrome operators and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to aerodrome programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates. Conducts or directs the re-assessment of aerodrome operators' personnel.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional aerodrome surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates formal application for an aerodrome certificate, including the initial inspection covering the review of the aerodrome manual, on-site verification, inspection and testing of aerodrome particulars, facilities and equipment, including aero- nautical studies, if and where permitted by the standards and practices.

Review and process applications for the transfer and surrender, of an aerodrome certificate;

Reviewing the factors requiring the amendment of an aerodrome certificate and approve or disapprove.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation

Regulations and associated CAA guidance materials.

Approves or disapproves these training programmes including simulators, training devices, or other equipment used in these programmes.

Evaluate designations of competence assessors and makes recommendations on the appointment of designees.

C. Surveillance

Is responsible for monitoring all phases of company operations, including: training programmes and records, aerodrome facilities and equipment. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated assessors

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

3. Aerodrome Inspector – Emergency Services Inspector

I.   POSITION SUMMARY

The Emergency Services Inspector functions as the primary interface between aerodrome operator's fire station and fire fighters and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of rescue and fire fighting related issues.

II. DUTIES AND RESPONSIBILITIES

A.   Technical Administration

Ensures on a continuing basis that assigned organizations are properly and adequately organized, equipped and staffed, have and implement an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates. Conducts or directs the re-assessment of firemen.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trials and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the rescue and firefighting programme area and related Civil Aviation Regulations and agency orders.

Evaluates competence assessment schemes and recommends the designation of assigned assessors.

B.   Certification

Participates in the initial certification of new operators. Reviews emergency service-related documents/manuals to ensure compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the PAI that will be required prior to approvals.

Reviews and recommends approval or disapproval of manuals and revisions related to rescue

and firefighting, aerodrome emergency etc.

Conducts assessment of competence of fire men as requested.

Evaluates RFF facilities by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PAI on necessary changes to policies and procedures.

C. Surveillance

Directs the inspection and surveillance of RFF programme. Monitors all phases of the aerodrome operators' RFF operations.

Monitors designated assessors during the conduct of firemen tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of firemen to determine adequacy and quality of approved aerodrome operator's training programmes. Advises the PAI of any problems and recommends solutions as appropriate.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

POSITION DESCRIPTION – AERODROMMES AND ANS

4. Aerodrome Inspector – Aerodrome Engineering Safety Inspector

I. POSITION SUMMARY

The Aerodrome Engineering Safety Inspector functions as a resource and technical authority on aerodrome engineering requirements as they relate to activities affecting civil aviation. Provides technical support regarding aerodrome planning, alteration, upgrading, maintenance etc for assigned aerodrome operators. Ensures assigned operators comply with applicable Civil Aviation Regulations, CAA policy and guidance and approved programmes.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Develops a work programme to ensure periodic surveillance of operator's training programmes and all phases of aerodrome engineering related activities.

Determines through surveillance and investigation that the training facilities are properly and adequately organized and equipped, staffed with appropriately qualified instructors, and conduct training as required by appropriate Civil Aviation Regulations and CAA approved training programme.

Serves as the technical advisor to the Principal Aerodromes Inspector (PAI) on assigned areas of the Operator's training programme.

Coordinates technical instructions, policy orders, and procedures through the PAI and related

CAA personnel to ensure standardization of training activities.

Conducts investigations of public complaints, government inquiries and aircraft incidents and accidents relating to aerodrome engineering.

Conducts enforcement investigations and prepares final reports and recommendations on disposition.

Provides verbal and/or written technical assistance to legal counsel testifies at court trials and formal hearings and gives depositions.

Develops recommendations for new or revised regulations, standards and procedures governing aerodrome engineering aspects of certification and operational practices of aerodrome operators.

B. Certification

Performs initial certification of new operators in all aerodrome engineering related areas. Reviews documents and evaluates plans to ensure compliance with the Civil Aviation Regulations, CAA policy and guidance. May provide support to other regions during

certification process.

Reviews and recommends approval or disapproval of manuals, designs and drawings and revisions related to aerodrome alteration upgrading /maintenance programmes. Obtains amendments to previously approved documents to correct conflicts with regulatory requirements, eliminate unsafe practices, and improve the specificity of instruction.

Evaluates operations and facilities by on-site inspections and by reviewing reports of other inspectors or other personnel. Negotiates necessary changes in policies and procedures.

Evaluates requests to operate under conditions not previously authorized and recommends additional conditions and limitations as appropriate.

Evaluates aerodrome operator's pavement maintenance programme including friction evaluation, pavement strength evaluation, and makes recommendations to the PAI.

C. Surveillance

Monitors all phases of assigned aerodrome engineering activities, including training programmes and records, facilities. Evaluates training devices and other training aids to ensure compliance with original approval. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in related functions. Recommends necessary changes to the PAI.

Participates in aerodrome engineering related incident/accident investigations of air carriers and air operators when requested.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

5.   AIS/AIM Inspector – New Hire/Developmental Inspector

I.   POSITION SUMMARY

The AIS/AIM Inspector (New Hire/Developmental) performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organizations and airmen comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition. Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates or cancellation of certificate schedules/privileges.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of aeronautical information management providers for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of aeronautical information management providers, data originators and other stakeholders in the aeronautical data chain and makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of training programmes to ensure they meet the requirements of CAA regulations, including. Makes recommendations to the principal inspector or supervisor.

Performs a variety of personnel competency assessment functions.

C. Surveillance

Monitors, as directed, AIM/MAP Officer, AIM/MAP Aerodrome Unit Specialist, AIM/MAP Database Specialist, International NOF Specialist, AIM/MAP Production Specialist, Aeronautical Cartography Specialist, related aviation organization operations and training activities. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

6. AIS/AIM Inspector - Principal AIS/AIM Inspector

I. POSITION SUMMARY

The Principal AIS/AIM Inspector functions as the primary interface on AIS/AIM oversight matters between assigned aeronautical information management provider and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to data origination processing, publications and charting services. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of AIS/AIM personnel or re-certification of aeronautical information management providers and chart providers.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required accomplishing additional service providers' surveillance.

B. Certification

Has responsibility for initial and ongoing certification of aeronautical information mgt providers, chart service providers and registration/approval of data originating organisation.

POSITION DESCRIPTION – AERODROMMES AND ANS

Evaluates requests for a service provider to operate under conditions not previously authorised. Approves or disapproves requests and provides additional conditions and limitations as needed.

Provides guidance to assigned service provider in the development of required operations manuals, document management and record keeping systems. Reviews and determines adequacy of manuals associated with the service providers operational programmes and revisions. Assures that manuals and revisions comply with regulatory requirements, prescribe safe practices, and furnish clear and specific instructions governing operational activities/ programmes. Approves operations specifications and amendments.

Determines if service providers' facilities/equipment, processes and procedures agreements and contract arrangements for the purpose of data origination, processing, AIM documentation /editing and text production   services are satisfactory. Reviews changes and negotiates with service provider management to resolve problems.

Evaluates an service provider's proposed NOTAM, AIP amendment/supplement , AIC, PIB issuance and distribution programmes for compliance with national policies. Advises operator of deficiencies and required changes. Approves/disapproves programmes.

Determines if the service providers 's training and checking programme meets the requirements of the Civil Aviation Regulations, is compatible with the scope of operations, is properly organized and effectively conducted, and results in trained and competent personnel.

Directs or participates in demonstration inspections to determine compliance with the Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Directs the inspection and surveillance of the service providers s continuous data and publications processing and distribution programme. Monitors all phases of the service providers operations maintenance operation, including the following: data collection/verification/validation, Publications-NOTAM/AIP.AIC/PIB, AIM/MAP database unit, AIM/MAP Producing Unit, International NOTAM Office AIM Aerodrome Unit maintenance.

Analyzes reports submitted by the service providers to ensure compliance with the operations and maintenance programme and assures the service providers   has an effective continuing analysis and surveillance programme to meet the requirements of the Civil Aviation Regulations.

Is responsible for monitoring the activities of service providers and other industry personnel.

D. Other

May be assigned other duties and responsibilities as required.

POSITION DESCRIPTION – AERODROMMES AND ANS

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

POSITION DESCRIPTION – AERODROMMES AND ANS

7. AIS/AIM Inspector – AIS/AIM Publications Services Inspector

I. POSITION SUMMARY

The Publications Services Inspector functions as the primary interface between aeronautical information service provider, AIM Aerodrome Unit, AIM/MAP Producing Unit, AIM/MAP Database Unit, NOTAM offices, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of publications related issues.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that service providers AIM documentation editing and text production facilities/ processes training facilities are properly and adequately organized, equipped and staffed with qualified personnel and instructors.

Serves as the expert technical advisor on policies and procedures to the principal inspector (PI) on assigned areas of the company's approved training programme, AIM documents and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-assessment of AIP Production specialist, Database specialist or re-certification of an AIM service provide.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the AIM document production /operational and quality control programme areas and related Civil Aviation Regulations.

Conducts initial and annual training and recommends the designation of assigned designated assessors.

B. Certification

Participates in the initial certification of new service providers in all AIM document production/operational and quality control related areas. Reviews AIM publications and

evaluates plans to ensure compliance with the regulations and CAA policy and guidance. Recommends changes, which may require complex and controversial solutions to the PI that will be required prior to approval of AIM documents.

Reviews and recommends approval or disapproval of manuals and revisions related to AIM documentation editing and text production.

Conducts competence assessment of AIM document production specialist, of AIM database specialist, as requested.

Evaluates AIM document production facilities by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PI on necessary changes to policies and procedures.

Ensures standardization of all AIM document Production specialist.

C. Surveillance

Develops a work programme, in coordination with the PI, to ensure periodic surveillance of AIM document production facilities /centers, training instructors, training programmes, and all phases of AIM document production. Monitors AIM documentation production and database specialist, training programmes conducted by air operators to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated assessors during the conduct of AIM Officer competence assessment tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of AIM Officers and instructors to determine adequacy and quality of approved air carrier training programmes. Advises the PI of any problems or controversial situations and recommends solutions as appropriate. Works with service provider's AIM document production department officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation

POSITION DESCRIPTION – AERODROMMES AND ANS

Regulations, national and regional directives and sound management practices.

8. AIS/AIM Inspector – AIS/AIM Charting Services Inspector

I. POSITION SUMMARY

The Charting Services Inspector functions as the primary interface between aeronautical information mgt provider, AIM/MAP Aerodrome Unit, MAP Producing Unit, MAP Database Unit, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of publications related issues.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that service providers Charting department/centres and training schools are properly and adequately organized, equipped and staffed with qualified personnel and instructors.

Serves as the expert technical advisor on policies and procedures to the principal operations inspector (PI) on assigned areas of the company's approved training programme, Charts and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/priviledges. Conducts or directs the re-assessment of the competence of Aeronautical Cartographer and MAP Production specialist or re-certification of a chart service provider.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the MAP production /operational and quality control programme areas and related Civil Aviation Regulations.

Conducts initial and annual training and recommends the designation of assigned designated examiners.

B. Certification

Participates in the initial certification of new service providers in all AIM document production

/operational and quality control related areas. Reviews Charts and evaluates plans to ensure compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the POI that will be required prior to approval of Chart Service Providers.

Reviews and recommends approval or disapproval of manuals and revisions related to Charts.

Conducts competence assessment of MAP production specialist, of MAP database specialist and Aeronautical Cartographers, as requested.

Evaluates MAP plotting and production facilities by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PI on necessary changes to policies and procedures.

Ensures standardization of all MAP production specialist.

D. Surveillance

Develops a work programme, in coordination with the PI, to ensure periodic surveillance of MAP production facilities /centers, training instructors, training programmes, and all phases of MAP document production.

Monitors MAP production and database specialists, training programmes conducted by Chart Service Providers to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated assessors during the conduct of competence assessment tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of MAP Officers/cartographers and instructors to determine adequacy and quality of approved air carrier training programmes. Advises the PI of any problems or controversial situations and recommends solutions as appropriate. Works with service provider's MAP document production department officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical

and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

9. AEROMET Inspector - New Hire/Developmental Inspector

I. POSITION SUMMARY

The AEROMET Inspector (New Hire/Developmental), performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organizations and AEROMET observers and forecasters, service users and other airmen comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition. Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates. Assists in recertification of AEROMET service providers.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of AEROMET service providers for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of AEROMET service providers, met observation and forecasting stations and makes recommendations to the principal inspector or supervisor.

Performs as directed, personnel competence assessment and certification functions.

C. Surveillance

Performs, as directed, all surveillance activities associated with AEROMET service providers, MET observation and forecasting stations/offices, met personnel and designated assessors etc. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the

event of an aviation incident/accident requiring CAA investigation.

III.   SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

POSITION DESCRIPTION – AERODROMMES AND ANS

10. AEROMET Inspector - Principal AEROMET Inspector

I. POSITION SUMMARY

The Principal AEROMET Inspector functions as the primary AEROMET interface between assigned AEROMET service and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to operations programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A.   Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/priviledges. Conducts or directs the competence assessment of forecasters, observers and equipment maintenance personnnel or re-certification of an AEROMET service provider or met facilites.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates the approval of AIS/AIM-AEROMET agreements with Principal AIS/AIM Inspectors. Takes enforcement action in instances of non-compliance with the agreement.

Coordinates with other inspectors as required to accomplish additional service provider surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

Approves or disapproves these training programmes including training devices, or other equipment used in these programmes.

Evaluates, approves or disapproves the criteria for designations of service providers technical personnel and makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedules/priviledges and issues original operation certificates.

Approves amendments to certificate schedules/priviledges.

Directs or participates in demonstration inspections to determine compliance with Civil Aviation Regulations.

Recommends changes that will be required prior to approval.

C.   Surveillance

Is responsible for monitoring all phases of company operations, including: training programmes and records, observing and forecasting facilities, report preparation and supply programmes . Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners, service provider personnel , and instructors.

D.   Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the

event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

POSITION DESCRIPTION – AERODROMMES AND ANS

11. AEROMET Inspector – AEROMET Observation Services Inspector

I. POSITION SUMMARY

The AEROMET Observing Services Inspector functions as the primary interface between met stations , and AEROMET observer assessors, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of met stations, observing systems and related issues.

III. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that AEROMET observation stations/systems and/or training facilities are properly and adequately organized, equipped and staffed with qualified aeromet observers, support personnel, and instructors.

Serves as the expert technical advisor on policies and procedures to the principal operations inspector (POI) on assigned areas of the company's approved training programme, AEROMET observation station documents/reports and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/privileges. Conducts or directs the competence assessment of AEROMET observers or re-certification of an observation station .

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the AEROMET observation   area and related Civil Aviation Regulations and agency orders.

Conducts initial and annual training and recommends the designation of assigned designated assessors.

B. Certification

Participates in the initial certification of new service providers in all AEROMET observation related areas. Reviews AEROMET observation station documents/reports and evaluates plans

to ensure compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the PI that will be required prior to approval of observation facilities.

Reviews and recommends approval or disapproval of manuals and revisions related to AEROMET observation stations, including reports preparation and issuance programme.

Conducts competence assessment of met observers as requested.

Evaluates AEROMET observation station facilities by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PI on necessary changes to policies and procedures.

Ensures standardization of all AEROMET observers.

C. Surveillance

Develops a work programme, in coordination with the PI, to ensure periodic surveillance of observation stations, training instructors, training programmes, and all phases of observation station operations. Monitors AEROMET observers training programmes conducted by service provider to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated assessors during the conduct of competence assessment tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of AEROMET observers and instructors to determine adequacy and quality of approved service provider training programmes. Advises the PI of any problems or controversial situations and recommends solutions as appropriate. Works with met station officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

12. AEROMET Inspector – AEROMET Forecasting Station Services Inspector

I. POSITION SUMMARY

The AEROMET Observing Services Inspector functions as the primary interface between MET offices, and AEROMET forecasters' assessors, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of met stations, observing systems and related issues.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that AEROMET offices/systems and/or training facilities are properly and adequately organized, equipped and staffed with qualified aeromet observers, support personnel, and instructors.

Serves as the expert technical advisor on policies and procedures to the principal operations inspector (PI) on assigned areas of the company's approved training programme, AEROMET office documents/reports and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/priviledges. Conducts or directs the competence assessment of AEROMET forecasters or re-certification of a met office.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the AEROMET office area and related Civil Aviation Regulations and agency orders.

Conducts initial and annual training and recommends the designation of assigned designated assessors.

B. Certification

Participates in the initial certification of new service providers in all AEROMET observation related areas. Reviews AEROMET office documents/reports and evaluates plans to ensure

compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the PI that will be required prior to approval of forecasting facilities.

Reviews and recommends approval or disapproval of manuals and revisions related to AEROMET office, including   reports preparation and issuance programme.

Conducts competence assessment of met observers as requested.

Evaluates AEROMET office facilities by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PI on necessary changes to policies and procedures.

Ensures standardization of all AEROMET forecasters.

C. Surveillance

Develops a work programme, in coordination with the PI, to ensure periodic surveillance of observation stations, training instructors, training programmes, and all phases of AEROMET office operations.

Monitors AEROMET observers training programmes conducted by service provider to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated assessors during the conduct of competence assessment tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of AEROMET forecasters and instructors to determine adequacy and quality of approved service provider training programmes. Advises the PI of any problems or controversial situations and recommends solutions as appropriate. Works with MET office officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

13. AEROTEL Inspector - New Hire/Developmental Inspector

I. POSITION SUMMARY

The AEROTEL Inspector (New Hire/Developmental), performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organizations and airmen comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition. Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates and conducts re-examination of certificated airmen. Assists in recertification of AEROTEL service providers and facility.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of AEROTEL service providers and facility for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of AEROTEL service providers and facility and makes recommendations to the principal inspector or supervisor.

Performs as directed, airmen and service provider/facility certification functions.

C. Surveillance

Performs, as directed, all surveillance activities associated with AEROTEL service providers, AEROTEL facility, airmen, and designees. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

14. AEROTEL Inspector - Principal AEROTEL Inspector

I. POSITION SUMMARY

The Principal AEROTEL Inspector functions as the primary AEROTEL interface between assigned AEROTEL service provider   and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to AEROTEL programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/privileges. Conducts or directs the re-examination of certificated airmen or re-certification of a service provider or facility.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional service provider and facility surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

Approves or disapproves these training programmes including training devices, or other equipment used in these programmes.

Approves/disapproves designations of airmen and makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedules/privileges and issues original AEROTEL service provider certificates. Approves amendments to certificate schedules/privileges Directs or participates in proving flight evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of company operations, including: training programmes and records, communication navigation and surveillance facilities and frequency management. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners and instructors.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

15. AEROTEL Inspector – Radio Navigation and Surveillance Services Inspector

I. POSITION SUMMARY

The radio navigation and surveillance services Inspector functions as the primary interface between radio navigation and surveillance service providers, ATSEP examiners, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of issues relating to radio navigation and surveillance services.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that service provider's radio navigation and surveillance facilities and /or training facilities are properly and adequately organized, equipped and staffed with qualified ATSEP, support personnel, and instructors.

Serves as the expert technical advisor on policies and procedures to the principal AEROTEL inspector on assigned areas of the service provider 's approved training programme, radio navigation and surveillance facility documents and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/privileges. Conducts or directs the re-examination of certificated ATSEP (Navaid/Surveillance) personnel or re-certification of a service provider or facility (Navaid/Surveillance).

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for certification activities in the radio navigation and surveillance field and related Civil Aviation Regulations and agency orders.

Conducts initial and annual training and recommends the designation of examiners.

B. Certification

Participates in the initial certification of new service providers in all radio navigation and surveillance related areas. Reviews radio navigation and surveillance service provider's

documents and evaluates plans to ensure compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the PI that will be required prior to approval of radio navigation and surveillance facility or service provider.

Reviews and recommends approval or disapproval of manuals and revisions related to radio navigation and surveillance services.

Perform ATSEP certification functions as requested.

Ensures standardization of all radio navigation and surveillance ATSEP personnel.

C. Surveillance

Develops a work programme, in coordination with the Principal Inspector, to ensure periodic surveillance of radio navigation and surveillance ATSEP, training instructors, training programmes, and all phases of service provider radio navigation and surveillance services. Monitors ATSEP (navaids and Surveillance) training programmes conducted by service providers to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors designated examiners during the conduct of ATSEP (Navaids and Surveillance) certification tests and recurring evaluations to ensure compliance with established standards.

Monitors the activities of ATSEP (Navaids) and ATSEP (surveillance) and instructors to determine adequacy and quality of approved service provider training programmes. Advises the Principal Inspector of any problems or controversial situations and recommends solutions as appropriate. Works with service provider navaids and surveillance department officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

16. ATS Inspector - New Hire/Developmental Inspector

I. POSITION SUMMARY

The ATS Inspector (New Hire/Developmental), performs a variety of tasks associated with technical administration, certification, and surveillance. Serves as a trainee performing duties as assigned without specific authority for actions or decisions. A significant part of the position involves training in more complex functions of the journeyman level.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures that aviation organizations and airmen comply with regulatory requirements, and reports deficiencies to the principal inspector or supervisor. Assists in enforcement investigations and in preparation of final reports and recommendations on disposition. Participates in accident/incident and complaint investigations. Assists in emergency suspension of certificates and conducts re-examination of certificated airmen. Assists in recertification of air traffic service provider, procedure design organisations

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

B. Certification

Reviews manuals and other documents associated with certification requirements of air traffic service providers and procedure design organization for accuracy and compliance with Civil Aviation Regulations. Makes recommendations to the principal inspector or supervisor.

Provides assistance in the evaluation of air traffic service providers, air traffic control facility/centres and makes recommendations to the principal inspector or supervisor.

Performs as directed, airmen and service provider/PDO certification functions.

C. Surveillance

Performs, as directed, all surveillance activities associated with ATS service providers, control towers, control centres, airmen, and designees. Takes appropriate corrective action for deficiencies noted or makes recommendations to the principal inspector or supervisor.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

**III.	SUPERVISION RECEIVED**

The inspector will accomplish duties independently or as part of a team. An assigned supervisor provides general technical and administrative supervision, as well as work assignments. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices

17. ATS Inspector - Principal ATS Inspector

I. POSITION SUMMARY

The Principal ATS Inspector functions as the primary ATS interface between assigned air traffic service provider and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to operations programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A.   Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of a service provider or facility.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional air traffic service provider surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

Approves or disapproves these training programmes including flight simulators, training devices, or other equipment used in these programmes.

Approves/disapproves designations of ATC examiners and makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedules/privileges and issues original operation certificates. Approves amendments to operations specifications.

C. Surveillance

Is responsible for monitoring all phases of company operations, including: training programmes and records, air traffic control facility and control centres. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners and instructors.

D. Other

May be assigned other duties and responsibilities as required.

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

18. ATS Inspector – Aeronautical Search and Rescue Services Inspector

I. POSITION SUMMARY

The Aeronautical search and Rescue Services Inspector functions as the primary interface between service provider, rescue sub centres and coordination centre, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of search and rescue related issues.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that assigned Organisations are properly and adequately organized, equipped and staffed with qualified personnel, and instructors.

Serves as the expert technical advisor on policies and procedures to the principal inspector on assigned areas of the company's approved training programme, search and rescue documents and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts the re-certification of a service provider.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the search and rescue area and related Civil Aviation Regulations and agency orders.

Conducts initial and annual training.

B. Certification

Participates in the initial certification of new operators in all search and rescue related areas. Reviews SAR documents and evaluates plans to ensure compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the PI that will be required prior to approval of SAR centres.

Reviews and recommends approval or disapproval of manuals and revisions related to

aeronautical SAR, including agreement with neighbouring the authority and joint search and rescue coordination centres.

Evaluates search and rescue facilities and services by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PI on necessary changes to policies and procedures.

Directs the conduct of or participates in mock exercises to determine compliance with the Civil Aviation Regulations. Recommends changes that will be required prior to approval of SAR plans.

C. Surveillance

Develops a work programme, in coordination with the PI, to ensure periodic surveillance of SAR centers, training instructors, training programmes, and all phases of SAR operations. Monitors SAR personnel training programmes of service providers to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors the activities of SAR personnel and instructors to determine adequacy and quality of approved service provider training programmes. Advises the PI of any problems or controversial situations and recommends solutions as appropriate. Works with service provider SAR officials, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

19. ATS Inspector – Flight Procedure Design   Inspector

I. POSITION SUMMARY

The Flight Procedure Design   Inspector functions as the primary interface between procedure design organisations, and the CAA. Ensures that these individuals/organizations continuously meet the standards prescribed by the applicable Civil Aviation Regulations, orders, and directives. Establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations. Ensures compliance with all aspects of flight procedure design related issues.

II. DUTIES AND RESPONSIBILITIES

A. Technical Administration

Ensures on a continuing basis that assigned Organisations are properly and adequately organized, equipped and staffed with qualified, personnel, and instructors.

Serves as the expert technical advisor on policies and procedures to the principal inspector on assigned areas of the company's approved training programme, procedure design documents and manuals.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/privileges.

Conducts the re-certification of a procedure design organisation.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel. Testifies at court trails and formal hearings and gives depositions.

Coordinates and provides technical expertise to other district offices for various surveillance and certification activities in the procedure design area and related Civil Aviation Regulations and agency orders.

Conducts initial and annual training.

B. Certification

Participates in the initial certification of new operators in all flight procedure design related areas. Reviews flight procedure design documents and evaluates plans to ensure compliance with the regulations and CAA policy and guidance. Recommends changes which may require complex and controversial solutions to the PI that will be required prior to approval of flight procedure design organisation.

Reviews and recommends approval or disapproval of manuals and revisions related to flight procedure design,

Evaluates flight procedure design organisation facilities and services by on-site inspections and review of reports from other inspectors. Based on the results of those evaluations, makes a recommendation to the PI on necessary changes to policies and procedures.

C. Surveillance

Develops a work programme, in coordination with the PI, to ensure periodic surveillance of flight procedure design organisation, training instructors, training programmes, and all phases of flight procedure design activities. Monitors PDO personnel training programmes to ensure compliance with the regulations, national and regional directives, and safe operating practices.

Monitors the activities of PDO personnel and instructors to determine adequacy and quality of approved service provider training programmes. Advises the PI of any problems or controversial situations and recommends solutions as appropriate. Works with PDO, CAA management, and other inspectors to discuss and negotiate recommendations.

D. Other

The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

May be assigned other duties and responsibilities as required.

III. SUPERVISION RECEIVED

The inspector independently performs technical execution of assigned regulatory, certification and/or surveillance activities. An assigned supervisor provides general technical and administrative supervision. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

20. Supervisory Personnel - Aerodrome Unit Supervisor

I.   POSITION SUMMARY

The Operations Unit Supervisor functions as the primary supervisory aerodrome interface between assigned aerodrome operators and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to operations programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates. Conducts or directs the re-assessment of operator's personnel.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

Approves or disapproves these training programmes.

Approves/disapproves designations of assessors and makes recommendations on the

appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the Aeronautical Telecommunication amendment, transfer and surrender of aerodrome certificate.

C. Surveillance

Is responsible for monitoring all phases of company operations, including: training programmes and records, base, facilities and equipment. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated assessors.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned aerodrome inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programmes. Is responsible for ensuring that the unit's human, monetary, and material resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

E. Other

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The supervisor independently performs execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

21. Supervisory Personnel – AIS/AIM Unit Supervisor

I. POSITION SUMMARY

The AIS/AIM Unit Supervisor functions as the primary supervisory AIS/AIM interface on oversight matters between assigned aeronautical information management provider and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to AIS/AIM programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of AIS/AIM personnel or re-certification of aeronautical information management providers and chart providers.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional service providers surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil

POSITION DESCRIPTION – AERODROMMES AND ANS

Aviation Regulations and associated CAA guidance materials.

Approves or disapproves these training programmes including, training devices, or other equipment used in these programmes.

Makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedules/privileges and issues original operation certificates. Approves amendments to operations specifications.

Directs or participates in demonstration evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of service provider operations, including: training programmes and records, base and station facilities. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners and instructors.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned AIS/AIM inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programmes. Is responsible for ensuring that the unit's human, monetary, and material

resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

D. Other

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The supervisor independently performs technical execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

POSITION DESCRIPTION – AERODROMMES AND ANS

22. Supervisory Personnel - AEROMET Unit Supervisor

I. POSITION SUMMARY

The AEROMET Unit Supervisor functions as the primary supervisory AEROMET interface on oversight matters between assigned AEROMET service provider and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to AEROMET programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedules/privileges. Conducts or directs the re-examination of met observers and forecasters or re-certification of aeronautical meteorological service providers and facilities.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional service providers surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

POSITION DESCRIPTION – AERODROMMES AND ANS

Approves or disapproves these training programmes including, training devices, or other equipment used in these programmes.

Makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedules/privileges and issues original operation certificates. Approves amendments to certificate schedules/privileges.

Directs or participates in demonstration evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of service provider operations, including training programmes and records, base and station facilities. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners and instructors.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned AEROMET inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programmes. Is responsible for ensuring that the unit's human, monetary, and material resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

E. Other

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The supervisor independently performs technical execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

23. Supervisory Personnel - AEROTEL Unit Supervisor

I. POSITION SUMMARY

The AEROTEL Unit Supervisor functions as the primary supervisory AEROTEL interface on oversight matters between assigned AEROTEL service provider and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to AEROTEL programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedule/privileges. Conducts or directs the re-examination of airmen (ATSEP) or re-certification of aeronautical telecommunication service providers and facilities.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional service providers surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

POSITION DESCRIPTION – AERODROMMES AND ANS

Approves or disapproves these training programmes including, training devices, or other equipment used in these programmes.

Makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedule/privileges and issues original operation certificates. Approves amendments to certificate schedule/privileges.

Directs or participates in flight proving evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of service provider operations, including training programmes and records, base and station facilities. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners and instructors.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned AEROTEL inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programmes. Is responsible for ensuring that the unit's human, monetary, and material resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

E. Other

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III.   SUPERVISION RECEIVED

The supervisor independently performs technical execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

24. Supervisory Personnel - ATS Unit Supervisor

I. POSITION SUMMARY

The ATS Unit Supervisor functions as the primary supervisory ATS interface on oversight matters between assigned aeronautical information management provider and other aviation entities, and the CAA. Has primary responsibility to assure that assigned organizations meet Civil Aviation Regulations with respect to ATS programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organizations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration

Assures on a continuing basis that assigned organizations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organizations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of certificate schedule/privileges. Conducts or directs the re-examination of airmen or re-certification of air traffic service providers and procedure design organization.

Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents.

Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions.

Coordinates with other inspectors as required to accomplish additional service providers surveillance.

B. Certification

Approves/accepts or disapproves/rejects manuals and revisions. May require amendments to previously approved manuals to correct any conflict with regulatory requirements, eliminate unsafe practices, and/or improve the specificity of instruction.

Evaluates training programmes to ensure that they meet the requirements of the Civil Aviation Regulations and associated CAA guidance materials.

POSITION DESCRIPTION – AERODROMMES AND ANS

Approves or disapproves these training programmes including, training devices, or other equipment used in these programmes.

Makes recommendations on the appointment of designees.

Evaluates operations and facilities by on-site inspections and review of reports by other inspectors or other personnel. Negotiates changes that are essential or desirable in their policies and procedures. Determines the appropriate methods and/or plans for implementing corrective action and determines through on-site inspection or inspector reports the effectiveness of corrective action taken.

Evaluates and approves/disapproves requests to operate under conditions not previously authorized and may prescribe additional conditions and limitations as appropriate.

Approves the original issuance of certificate schedule/privileges and issues original certificates. Approves amendments to certificate schedule/privileges.

Directs or participates in demonstration evaluations to determine compliance with Civil Aviation Regulations. Recommends changes that will be required prior to approval.

C. Surveillance

Is responsible for monitoring all phases of service provider operations, including: training programmes and records, base and station facilities. Coordinates with and reviews reports from other inspectors and other personnel to identify trends that indicate deterioration in the safety of operations. Directs or suggests changes required to correct such trends.

Is responsible for monitoring the activities of designated examiners and instructors.

D. Supervisory Authorities and Responsibilities

Plans and assigns work to be accomplished by assigned ATS inspectors based on priorities, taking into consideration the complexity and requirements of the assignments and capabilities of employees. Gives advice, counsel, and instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates. Approves time and attendance of employees.

Participates in interviews and selects or recommends the selection of candidates for all subordinate positions, including recruitment, promotions, and reassignments. Evaluates subordinates' performance. Reviews training needs of subordinates and makes appropriate recommendations for required training.

Recommends the level of staffing and monetary resources needed to accomplish assigned work programmes. Is responsible for ensuring that the unit's human, monetary, and material resources are managed effectively including compliance with occupational safety regulations and maintenance of internal control procedures.

May be assigned other duties and responsibilities as required.

The supervisor, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring CAA investigation.

III. SUPERVISION RECEIVED

The supervisor independently performs technical execution of assigned activities. General technical and administrative supervision is provided by the Office Manager. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

25. Supervisory Personnel – Office Manager

I. POSITION SUMMARY

Serves as the Manager of an Aerodromes/ANS Department field office. Plans and administers the office programmes to promote safety in all aviation activities. Has responsibility and authority for all decision-making in a wide variety of administrative and technical areas.

II. DUTIES AND RESPONSIBILITIES

A. Has overall responsibility for the direction and accomplishment of all functions and programmes of the field office, from both the technical and administrative standpoint.

B. Makes decisions which determine the basic content and character of the field office, specifically:

1. Establishes goals and objectives for each programme area and approves modifications as required by changes in the environment. Makes project assignments and sets priorities.

2. Evaluates the adequacy and accomplishment of programmes, such as certifications, surveillance, investigation and accident prevention and ensures changes are made as necessary.

3. Determines the level of staffing and fiscal resources to be directed toward the accomplishment of various work programmes. Approves adjustments to duty hours and workload scheduling to maintain control of premium compensation while meeting operational requirements.

4. Requests the additional resources necessary to accomplish unanticipated field office activities.

5. Provides justification to support major expenditures required to perform the functions of the field office.

Performs long-range planning in connection with prospective changes in field office functions and programmes. Coordinates and implements organizational structural changes within the office to meet programme requirements.

Assures that effective organizational and communication links are established between programme groups. Develops controls and feedback systems that produce the level and variety of data essential to make management decisions in all programme areas.

Advises higher level officials of problems involving the relationship of the field office functions to broader programmes and the impact of these problems.

POSITION DESCRIPTION – AERODROMMES AND ANS

Supports all Aerodromes/ANS Department automation programmes and ensures timely, accurate and complete entry of data. Utilizes data as an analytical tool to identify trends, adjust work programmes, and redirect resources to improve the quality and effectiveness of the Aviation Safety Department and Civil Aviation Authority (CAA) mission. Ensures the office automation programme is consistent with national and regional directives, including systems security and software usage.

Accomplishes the following supervisory duties:

1. Plans work to be accomplished by subordinates. Sets priorities and establishes schedules for completion of work. Assigns work to subordinates based on priorities, taking into consideration and difficulty and requirements of the assignments and capabilities of employees. Gives advice, counsel, or instruction to individual employees on both work and administrative matters. Makes decisions on work problems presented by subordinates or subordinate supervisors.

2. Interviews and selects candidates for positions in the field office including recruitments, promotions, and reassignments of technical and supervisory personnel. Evaluates subordinates and may review evaluations made by supervisors of other employees.

3. Addresses grievances and employee complaints and other issues not resolved at a lower level. Applies the complete range of disciplinary measures when necessary.

4. Manages the office training programme, reviews training needs of subordinates, solves training problems, and takes action to obtain and provide required training.

5. Makes managerial decisions which promote a positive image of the CAA through interaction with various user groups. Actively communicates the CAA role in fostering economic growth while maintaining adequate levels of safety.

6. Is committed to, and actively supports, the human relations programme by taking positive action to continually improve the personal working environment in the office, establish effective avenues of communication, and encourage involvement of the workforce in problem resolution. Communicates regional and national policies to office personnel.

Performs other duties as assigned.

III. SUPERVISION RECEIVED

The Office Manager independently performs execution of assigned activities. Overall policy, objectives, emphasis, and broad administrative direction are provided by the Flight Standards Division Manager or Director General. Actions taken are guided by adherence to Civil Aviation Regulations, national and regional directives and sound management practices.

APPENDIX E

SAMPLE JOB TASKS TO COURSE MAPPING

FLIGHT STANDARDS

SAMPLE JOB TASKS TO COURSE MAPPING - AIRWORTHINESS

APPENDIX E - SAMPLE JOB TASKS TO COURSE MAPPING FLIGHT STANDARDS

SRL	CODE	TASK/COURSE DESCRIPTION	SRL	CODE	TASK/COURSE DESCRIPTION
1	2.042	Evaluate a Continuing Analysis and Surveillance Program (CASP) [AIR]	8	7.204	Inspect Aircraft Modified or Equipped with Night Vision Imaging System
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness		GEN-7001	Inspector Surveillance Activity System (IAS)
	FAA-27100200	Introduction to Continuing Analysis and Surveillance Systems		FAA-21000083	Night Vision Imaging System (NVIS) Familiarization
2	2.043	Approve an Operator's Reliability Program [AIR]	9	7.205	Conduct a Spot Inspection of an Operator's Aircraft
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness		GEN-7001	Inspector Surveillance Activity System (IAS)
3	2.045	Special Flight Permit with Continuing Authorization to Conduct Ferry Flights [AIR]		FAA-21400004	Contract Maintenance And Maintenance Providers Oversight
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness	10	7.208	Monitor an Operator During Merger/ Acquisition/Bankruptcy Proceedings
4	2.049	Approve a Contract Reliability Program [AIR]		GEN-7001	Inspector Surveillance Activity System (IAS)
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness		GEN-7002	Foreign Aircraft Safety Assessment Program
5	2.062	Evaluate an Avionics Equipment Approval [AIR]	11	7.209	Inspect an Operator's Deicing/Anti-Icing Program/Revision
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness		GEN-7001	Inspector Surveillance Activity System (IAS)
6	2.101	Evaluate an Operator's Maintenance Management Personnel Qualifications		FAA-27019	Ground Deicing/Anti-icing for Airworthiness Inspectors
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness	12	7.21	Inspect an Extended Range Operations for Two-Engine Airplanes (ETOPS)
7	2.2	Evaluate a Compliance Statement		GEN-7001	Inspector Surveillance Activity System (IAS)
	FAA-18701 or I/STP	ICAO GSI Air Operator Certification - Airworthiness		FAA-27100083	Introduction to Extended Operations (ETOPS)

SAMPLE JOB TASKS TO COURSE MAPPING - AIRWORTHINESS

SRL	CODE	TASK/COURSE DESCRIPTION	SRL	CODE	TASK/COURSE DESCRIPTION
					Maintenance Programs
	FAA-27034	Introduction to Authorizing Documents	13	**7.211**	**Inspect an operator's refueling procedures and facilities [AIR]**
	FAA-27035	Introduction to Manual Management		**GEN-7001**	**Inspector Surveillance Activity System (IAS)**
8	**2.201**	**Evaluate a General Operations Manual**		FAA-27100041	Aircraft Fueling
	FAA-18701 or I/STP	**ICAO GSI Air Operator Certification - Airworthiness**			
	FAA-27034	Introduction to Authorizing Documents			
	FAA-27035	Introduction to Manual Management			

SAMPLE JOB TASKS TO COURSE MAPPING – FLIGHT OPERATIONS

SRL	CODE	TASK/COURSE DESCRIPTION	SRL	CODE	TASK/COURSE DESCRIPTION
1	2.22	**Approve a Carry-On Baggage Program [OPS]**	7	4.601	**Evaluate FSTD Levels 1-5 and other devices to be used for training for licenses/ratings [OPS]**
	FAA-18700 or I/STP	**ICAO GSI Air Operator Certification - OPS**		FAA-18710 or I/STP	**ICAO GSI Personnel Licensing**
2	2.221	**Evaluate a Weight and Balance Control Program**		FAA-22102	Flight Simulator Training Device Evaluation
	FAA-18700 or I/STP	**ICAO GSI Air Operator Certification - OPS**	8	4.602	**Evaluate FSTD to be used for training for licenses/ratings [OPS]**
	FAA-27100023	Load Manifest and Weight and Balance Control		FAA-18710 or I/STP	**ICAO GSI Personnel Licensing**
	FAA-21000056	Air Cargo Operations		FAA-22102	Flight Simulator Training Device Evaluatio
3	2.222	**Approve a Hazardous Materials Program**	9	7.001	**Plan a Surveillance Work Program**
	FAA-18700 or I/STP	**ICAO GSI Air Operator Certification - OPS**		GEN-7001	**Inspector Surveillance Activity System (IAS)**
	FAA-27100128	Hazardous Material Training	10	7.206	**Inspect operator's Dispatch/Flight Following Procedures**
	FAA-21000056	Air Cargo Operations		GEN-7001	**Inspector Surveillance Activity System (IAS)**
4	2.223	**Evaluate an operator's performance data control system**		FAA-21047	Aircraft Dispatcher Job Functions
	FAA-18700 or I/STP	**ICAO GSI Air Operator Certification - OPS**	11	7.208	**Monitor an Operator During Merger/ Acquisition/Bankruptcy Proceedings**
	FAA-27100018	Aircraft Performance Operating Limits		GEN-7001	**Inspector Surveillance Activity System (IAS)**
	FAA-27100121	Routes, Airports, and Areas of Operation (AC OPS)	12	7.209	**Inspect an Operator's Deicing/Anti-Icing Program/Revision**
5	2.224	**Evaluate an operator's quality system**		GEN-7001	**Inspector Surveillance Activity System (IAS)**

SAMPLE JOB TASKS TO COURSE MAPPING – FLIGHT OPERATIONS

SRL	CODE	TASK/COURSE DESCRIPTION	SRL	CODE	TASK/COURSE DESCRIPTION
	FAA-18700 or I/STP	**ICAO GSI Air Operator Certification - OPS**		FAA-27020	Ground Deicing/Anti-icing for Operations Inspectors
	IATA/ ICAO 43782	Aviation Internal Auditor	13	**7.210**	**Inspect an Extended Range Operations for Two-Engine Airplanes (ETOPS)**
6	**2.225**	**Evaluate and Approve a Minimum Equipments List (MEL)**		GEN-7001	**Inspector Surveillance Activity System (IAS)**
	FAA-18700 or I/STP	**ICAO GSI Air Operator Certification - OPS**		FAA-27100138	Air Carrier Ops ETOPS Advanced WBT
	FAA- 27100021	Minimum Equipment List (MEL)/Configuration Deviation List (CDL) Procedures (OPS)			

APPENDIX F

SAMPLE JOB TASKS TO COURSE MAPPING

AERODROMES

SAMPLE JOB TASKS TO COURSE MAPPING – AERODROMES

APPENDIX F - SAMPLE JOB TASKS TO COURSE MAPPING – AERODROMES

SRL	CODE	TASK/COURSE DESCRIPTION	SRL	CODE	TASK/COURSE DESCRIPTION
1	2.201	**Evaluate a General Aerodrome Manual**	9	7.205	**Inspect an Aerodrome Emergency Plan**
	I/STP	**ICAO Aerodrome Certification**		BGS- 7001	**Inspector Surveillance Activity System (IAS)**
	FAA-27034	Introduction to Authorizing Documents		ICAO Airport Maintenance	Airport Maintenance - Pavement
	FAA- 27035	Introduction to Manual Management	10	7.206	**Inspect a Friction Test**
2	2.202	**Evaluate and Approve Aerodrome Plans and Designs**		BGS- 7001	**Inspector Surveillance Activity System (IAS)**
	I/STP	**ICAO Aerodrome Certification**		NCAT109/027 /AGA/EME	Airport Emergency Procedures
	SAA/UCB	Airport Systems and Planning	11	7.207	**Inspect a Response Test**
	SAA/UCB	Airport Design and Construction Course		BGS- 7001	**Inspector Surveillance Activity System (IAS)**
3	2.203	**Evaluate Operatorís RFFS Manual**		FAA- 27035	Introduction to Manual Management
	I/STP	**ICAO Aerodrome Certification**	12	7.208	**Inspect operators Manual Management System**
	FAA-27034	Introduction to Authorizing Documents		BGS- 7001	**Inspector Surveillance Activity System (IAS)**
	FAA- 27035	Introduction to Manual Management		NCAT109/027 /AGA/EME	Airport Emergency Procedures
4	2.204	**Evaluate an operator's Airport Emergency Plan**	13	7.209	**Inspect a Revised Aerodrome Emergency Manual**
	I/STP	**ICAO Aerodrome Certification**		I/STP	ICAO Aerodrome Certification
	NCAT109/027/AGA/EME	Airport Emergency Procedures		BGS- 7001	**Inspector Surveillance Activity System (IAS)**
5	2.205	**Evaluate an Operator's Airside Drivers Manual/Vehicle Control Program**	14	7.21	**Inspect a Marking, Lighting and Signage Plan**

SAMPLE JOB TASKS TO COURSE MAPPING – AERODROMES

SRL	CODE	TASK/COURSE DESCRIPTION	SRL	CODE	TASK/COURSE DESCRIPTION
	I/STP	ICAO Aerodrome Certification		BGS- 7001	Inspector Surveillance Activity System (IAS)
	GCAS 109/027/AGA/EME	Airside Driving		NCAT109/027 /AGA/EME	Airport Emergency Procedures
6	7.001	Plan a surveillance work programme	15	7.211	Inspect Partial Emergency Exercise
	BGS- 7001	Inspector Surveillance Activity System (IAS)		BGS- 7001	Inspector Surveillance Activity System (IAS)
	FAA-27034	Introduction to Authorizing Documents		NCAT109/027 /AGA/EME	Airport Emergency Procedures
	FAA- 27035	Introduction to Manual Management	16	7.212	Inspect a Full Scale Emergency Exercise
7	7.203	Inspect an Operators Operations Manual		BGS- 7001	Inspector Surveillance Activity System (IAS)
	BGS- 7001	Inspector Surveillance Activity System (IAS)		FAA6000001	Obstacle Evaluation and Airspace Analysis
	FAA6000001	Obstacle Evaluation and Airspace Analysis			

Appendix G

SAMPLE OJT TRAINING - AERODROMES

SAMPLE OJT TRAINING – AERODROMES

APPENDIX G - SAMPLE OJT TRAINING FOR AERODROME (AGA) INSPECTORS)

On -The-Job Training (53 Days)

1.1 OJT is a planned, structured training event conducted at a work site by an authorized qualified OJT instructor to provide direct experience in the work environment in which the employee is performing or will be performing on the job. It is a core training process that is required in every Civil Aviation Authority (CAA) training program. An effective OJT Program fulfills the international obligations required of ICAO member States and contributes to the vision and goals of Civil Aviation Authority of Botswana. The OJT Program is an essential part of inspector training and adds value to the overall ASSO training effort.

1.1.1 OJT for AGA Inspectors must include:

1.1.1.1 Theoretical Knowledge (5 days)

1.1.1.1.1 ICAO Annex 14, 19 and associated documents

1.1.1.1.2 Civil Aviation act, Regulations and Manuals of Standards

1.1.1.1.3 Safety oversight obligations

- USOAP program

- State letters

- ICAO regional offices

- Chicago convention

- Establishment and management of SSOs

- Additional guidance to inspectors/Aerodrome Operators

1.1.2. Safety oversight Program

1.1.2.1 Development of audit plan

- Identify organizations to be audited

- Identify specific activities for each organization

1.1.2.2 Approvals

- Assessment of Airport Operations Manual

- Assessment of training plan

- Assessment of QMS/SMS

- Human factors elements

- Issue of Approval

1.1.2.3 Auditing:

- Auditing Techniques

- Conduct of audit

- Certification and inspection

- Examinations of documents, records

- Documents approval

- Renewal of certificates,

- identify audits/inspections tools

- Prepare safety audit report

- Follow-up Actions of findings

- Conducting audit meetings

1.1.3 Administrative inspection (5 days): aerodrome safety management system, including such items as:

a. Reviewing and assessing of aerodrome operations manuals and SOPs
b. Development of Technical Guidance Materials
c. Review of Training records for Operator`s technical staff; etc.
d. Current NOTAMs;
e. Medical and RFF training records
f. Aviation fuel suppliers' safety records
g. Fuelling agents' certificates and fire safety training records
h. Documentation of the annual review of the aerodrome emergency plan, including full scale emergency exercises;

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i.   The aerodrome operator's records of the safety audits of fixed-base operators, ground handling agents and other agencies engaged in airside activities

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1.1.3.1 Physical Characteristics and Movement area inspection (12 days):

a) The inspection (including night inspection) and checking of runways and taxiways in order to ascertain the condition of pavements, markings, lighting, signs, shoulders, strips and runway end safety areas (4 days);

b) Checking for potentially hazardous conditions if construction work is in progress, such as excavations, trenches, stockpiled material, inadequate construction area markings, construction equipment in the movement area and inadequate marking and lighting of temporary thresholds (3 days);

c) Checking ground vehicle operations in the movement area to verify that only authorized vehicles have access to the area and that the required procedures are being followed, the vehicles are properly marked and the drivers know and use the proper communication terminology (2 days);

d) Checking that the public is protected against unauthorized entry to the movement area and against jet or propeller blast (1 day);

e) Checking for wildlife hazards and wildlife attractants (1 day); and

f) Checking landing direction indicators and wind direction indicators (1 day)

1.1.2.2 Marking and Lighting Systems (5 days)

a) checking that Runways are marked and lighted as appropriate for the approach with the lowest authorized minimums, meeting standards in the CAA Manual of Implementing Aerodrome Standards.

b) Check runway lights in both directions from each end and on centreline. Cycle lights through all intensity levels.

Note 1: Lights should appear to be of uniform brightness and alignment and with appropriate colours. Also when cycling the lights; be sure to check for a noticeable change in intensity between steps.

Note 2: Aerodromes having operations at night or during conditions below VFR minimums are required to provide yellow edge lights on the runway end opposite the landing threshold for INSTRUMENT RUNWAYS with at least a straight-in approach. If only a circling approach is available, the yellow runway lights are not required, but are recommended.

c). Checking taxiways are equipped with required marking and lights/reflectors.

d). Checking that the Aerodrome is equipped with an operable Aerodrome beacon if it is open during hours of darkness or during IMC.

e). Checking that obstruction lights are operable.

f). Checking that marking and lighting systems on the Aerodrome are properly maintained.

g). Checking that other Aerodrome lighting on the Aerodrome for aprons, roadways, buildings, etc., are adequately adjusted or shielded to prevent interference with aircraft operations. This should be discussed during the interview with local ATC management.

1.1.3.3 Wildlife Hazard Management (3 days)

a) Checking that the Aerodrome operator has adequate procedures to take immediate measures to alleviate wildlife hazards whenever they are detected.

b) Checking that procedures are established by the Aerodrome operator for the conduct of an ecological study.

c) Checking if a Wildlife Hazard Management Plan is in effect, the Inspector must review the following:

   i. Its effectiveness in dealing with the wildlife hazard.
   ii. Indications that the existence of the wildlife hazard,
   iii. Personnel with responsibilities in the Wildlife Hazard Management Plan are adequately trained.

d) Checking that procedures outlined in the Plan, such as inspections prior to operations, are carried out. ^Pa

e). Checking status of habitat modification projects or changes in land use identified in the Plan.

1.1.3.4 Airport Operations (3 days)

a) Aerodrome Reporting

b) Access to the Aerodrome Movement Area

c) Aerodrome Works — Safety

d) Apron Management

e) Apron Safety Management

f) Airside Vehicle Control

g) Handling Of Hazardous Materials

h) Low-Visibility Operations

i) Obstacle control

j) Removal of disabled aircraft

k) Aerodrome administration

1.1.3.5 Rescue and firefighting (5 days):

a) The checking of training records;

b) Random testing of the knowledge of fire fighters;

c) Checking that the equipment is in position, functional and

d) Conducting a time response drill;

e) Checking the alarm system; and

f) Checking and examining proximity suits, other protective clothing and firefighting and rescue tools and supplies in the inventory

1.1.3.6 Fuel facilities (1 day) including the examination of the inspection records by qualified and authorized personnel, particularly checking that the aerodrome firefighting standards are adequately covered in the inspection checklist, and spot checking, including fuel sampling, for compliance with the applicable requirements.

1.1.3.7 Post inspection Activities (14 days) with the aerodrome management, including the determination of appropriate enforcement action for non-compliance with the regulations; which involves:

- Report writing
- Assessment and acceptance of Corrective Action Plan of Operators
- Conduct of risk analysis and assessment
- Delivering of exemptions
- Issuance of certificate
- Surveillance activities

1.2 AGA Inspector trainees must:

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- Participate in at least two inspections conducted by a qualified AGA Inspector as an observer; and
- Conduct at least two inspections under supervision during OJT.
- These inspections shall include all the activities listed in the OJT activities.

1.3 Permanent OJT training records shall be maintained for each employee. When a training event is successfully completed the OJT instructor will notify the OJT program manager (PM) and the supervisors. The notification should include:

- The task trained
- The level of training completed
- The date that training was completed
- Confirmation that the trainee successfully achieved the objectives

1.4 With the supervisor's approval, the OJT PM will then update the trainee's records with the new information.