



ICAO

**The Fourth Meeting of the Aerodrome Operations Personnel
Competency Small Working Group (AOPC SWG/4)**

Yangon, Myanmar, 10 – 14 February 2020

Agenda Item 2: Training for Aerodrome Operations Personnel

AERODROME OPERATIONS PERSONNEL COMPETENCY MATRIX

(Presented by the Secretariat)

SUMMARY

This Paper presents the latest draft materials of the Aerodrome Operations Personnel Competency Matrix.

1. INTRODUCTION

1.1 In accordance with the AOPC SWG Work Programme and Task List, the Meeting shall continue to work on the development of the Regional Guidance on Aerodrome Operations Personnel Competency (AOPC).

2. DISCUSSION

2.1 AOPC Matrices, which were developed and accepted by the previous meeting, and slightly modified for inclusion in the Regional Guidance on Aerodrome Operations Personnel Competency are available in **Attachment A** and **B** respectively as samples for “Apron Safety” and “Runway Safety”.

2.2 A template for individual training courses to be included in the Regional Guidance on AOPC with samples is available in **Attachment C**.

3. ACTION BY THE MEETING

3.1 The Meeting is invited to:

- a) review and update the AOPC Matrices as per format developed for apron safety and runway safety, as in **Attachment A** and **B** respectively, as appropriate;
 - b) review and update the template for training courses, as in **Attachment C**, as appropriate; and
 - c) based on the Attachments, prepare the same documents for other areas of AOPC Matrices and training courses.
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Table A1-7: AOPC Matrix - Apron Safety

Aerodrome Operations Personnel	Competency/ knowledge -areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of <u>Competency</u> <u>Proficiency</u> Check
Accountable Executive	<u>National and international requirements:</u> a) <u>National Legislation and regulations / requirements, including the need for aerodrome certification</u> ⇨ <u>References:</u> b) <u>ICAO Annexes 14, 18 and 19</u> c) <u>PANS Aerodromes (Doc 9981)</u>	Basic	a) <u>National aerodrome regulations;</u> b) <u>ICAO Annex 14 requirements on aerodrome certification and Annex 19 requirements on SMS</u>	Initial training Recurrent training (when significant amendment/changes applied)	No
	<u>Aerodrome manual and safety management system, covering:</u> a) Promotion of positive safety culture b) Safety performance targets c) Safety data trend analysis d) Risk assessment and Mitigation e) Incident/accident investigations f) Safety/Audits Inspections g) Safety Promotions	Basic	<u>Aerodrome/SMS manuals</u>	Initial training	No

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Aerodrome Operations Personnel	Competency/ knowledge areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency <u>Proficiency</u> Check
Head of Aerodrome Operations / Maintenance	<u>National and international requirements:</u> a) National Legislation and regulations / requirements, including aerodrome certification process References: b) Annexes 14, 18 and 19 (relevant parts) c) PANS Aerodromes (Doc 9981) d) ACI Apron Safety Handbook	Basic	a) National aerodrome regulations; b) ICAO Annex 14 requirements on aerodrome certification and Annex 19 requirements on SMS	Initial training Recurrent training (when significant amendment/changes applied)	No
	<u>Relevant parts of aerodrome manual and safety management system, covering:</u> a) Promotion of safety culture b) Set safety performance targets c) Safety data trend analysis d) Risk assessment and Mitigation e) Safety Promotions f) Incident/accident investigations g) Safety/Audits Inspections	Basic	Relevant parts of aerodrome/SMS manuals	Initial training Recurrent training	No
	<u>Aerodrome operations:</u> Aerodrome layout	Intermediate	Aerodrome layout (Based on aerodrome layout drawing and onsite orientation)	Initial training Recurrent training Refresher training as required	No
	<u>Job related requirements:</u> a) Aircraft turnaround procedures b) Role in Aerodrome Emergency Plan	Basic	Understanding Annex 14 and PANS-Aerodromes	Initial training Recurrent training	No

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Aerodrome Operations Personnel	Competency/ knowledge areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency <u>Proficiency</u> Check
				Refresher training as required	
			Aerodrome Safety Management System (SMS)	Initial training Recurrent training Refresher training as required	No
			Airside Safety and Operations	Initial training Recurrent training Refresher training as required	No
			Emergency Planning and Response	Initial training Recurrent training Refresher training as required	No
Manager /Supervisor	<u>National and international requirements:</u> a) National Legislation and regulations / requirements, including aerodrome certification process. ⇨ <u>References:</u> b) Annexes 14, 18 and 19 (relevant parts) c) PANS Aerodromes (Doc 9981)	Basic	a) National aerodrome regulations; b) ICAO Annex 14 requirements on aerodrome certification and Annex 19	Initial training Recurrent training Refresher training as required	Yes

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Aerodrome Operations Personnel	Competency/ knowledge areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency <u>Proficiency</u> Check
	↗ ACI Apron Safety Handbook		requirements on SMS		
	<u>Aerodrome manual (relevant parts) including:</u> a) FOD management b) Safety management during construction and maintenance works c) Understanding of aerodrome emergency procedures d) Familiarity with follow-me procedures <u>Safety management systems, covering:</u> a) Promotion of safety culture b) Set safety performance targets c) Safety data trend analysis d) Risk assessment and Mitigation e) Safety Promotions f) Incident/accident investigations g) Safety/Audits Inspections	Intermediate	Relevant parts of aerodrome and SMS manuals	Initial training Recurrent training Refresher training as required	Yes
	<u>Aerodrome operations:</u> Aerodrome layout	Intermediate	Aerodrome layout (Based on aerodrome layout drawing and onsite orientation)	Initial training Recurrent training Refresher training as required	Yes

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency <u>Proficiency</u> Check
	<u>Job related requirements:</u> a) Airside driving regulations b) Aircraft turnaround procedures (e.g. Passenger loading bridge operations, Passenger safety on apron, Aircraft fueling safety, flight catering safety etc.) c) Jet blast hazards d) Marshalling e) Apron signs and marking f) Operations under adverse weather g) Handling of fuel and oil spills h) Apron inspection and cleaning (FOD, pavement, markings, signs, ensuring GSE in place etc.) i) Use of personal protective equipment (earplugs, high-visibility vest etc.) j) Role in Aerodrome Emergency Plan k) Radiotelephony terminology l) Compliance with safety rules during construction and maintenance works	Advanced	Understanding Annex 14 and PANS-Aerodromes	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.
			Managing Works in Progress	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.
			Emergency Planning and Response	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.
			Airside Safety and Operations	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.
			Aerodrome Safety Management System (SMS)	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency <u>Proficiency</u> Check
			FOD Training	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.
Officer/ Technician	<u>National and international requirements:</u> a) Annexes 14, 18 and 19 (relevant parts) b) <u>AIP and NOTAM</u>	Basic	a) National aerodrome regulations; b) ICAO Annex 14 requirements on aerodrome certification and Annex 19 requirements on SMS c) <u>AIP and NOTAM</u>	Initial training Recurrent training Refresher training as required	Yes
	<u>Aerodrome manual (relevant parts/chapters):</u> a) Understanding of the aerodrome manual of the airport concerned b) Familiarity with follow-me procedures <u>Safety management system, covering:</u> a) Identification of safety Hazards b) Safety reporting – mandatory, voluntary and confidential	Intermediate	Relevant parts of aerodrome and SMS manuals	Initial training + OJT Recurrent training Refresher training as required	Yes

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(knowledge, skills and attitudes)</u>	Required Competency Level (Basic/ Intermediate/ Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency <u>Proficiency</u> Check
	<u>Aerodrome operations</u> a) Aerodrome layout	Intermediate	Aerodrome layout (Based on aerodrome layout drawing and onsite orientation)	Initial training + OJT Recurrent training Refresher training as required	Yes
	<u>Job related requirements:</u> a) Airside driving regulations and safety hazards b) Aircraft turnaround procedures (e.g. Passenger loading bridge operations, Passenger safety on apron, Aircraft fueling safety, flight-catering safety etc.) c) Jet blast hazards d) Marshalling e) Apron signs and marking f) Operations under adverse weather g) Handling of fuel and oil spills h) Apron inspection and cleaning (FOD, pavement, markings, signs, ensuring GSE in place etc.) i) Use of personal protective equipment (earplugs, high-visibility vest etc.) j) Role in Aerodrome Emergency Plan k) Radiotelephony terminology l) Compliance with safety rules during construction and maintenance works	Intermediate	Understanding Annex 14 and PANS-Aerodromes	Initial training + OJT Recurrent training Refresher training as required	Yes.
			Airside Safety and Operations	Initial training + OJT Recurrent training Refresher training as required	Yes.
			Aerodrome Safety Management System (SMS)	Initial training + OJT Recurrent training Refresher training as required	Yes.

Table A1-8: Runway Safety

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(Knowledge, skills and attitudes)</u>	Required Competency Level (Basic / Intermediate / Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency Proficiency Check
Accountable Executive	<u>National and international requirements:</u> a) National Legislation and regulations / requirements, including need for aerodrome certification b) <u>References:</u> ↳ ICAO Annexes 14 and 19 ↳ PANS Aerodromes (Doc 9981)	Basic	a) National aerodrome regulations; b) ICAO Annex 14 requirements on aerodrome certification and Annex 19 requirements on SMS	Initial training Recurrent training (when significant amendment/changes applied)	No
	<u>Aerodrome manual:</u> a) High level understanding of aerodrome operations and maintenance b) High level understanding of emergency planning and response. <u>Safety management system, covering:</u> a) Promotion of positive safety culture b) Safety performance targets c) Safety data trend analysis d) Risk assessment and Mitigation e) Incident/accident investigations f) Safety/Audits Inspections g) Safety promotion	Basic	Aerodrome / SMS manuals	Initial training	No
Head of Aerodrome Operations/ Maintenance	<u>National and international requirements:</u> a) National Legislation and regulations / requirements, including aerodrome certification process	Basic	a) National aerodrome regulations; b) ICAO Annex 14 requirements on	Initial training Recurrent training	No

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(Knowledge, skills and attitudes)</u>	Required Competency Level (Basic / Intermediate / Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency Proficiency Check
	<p>a) <u>References:</u></p> <p>b) <u>Annexes 14 and 19 (relevant parts)</u></p> <p>c) <u>PANS Aerodromes (Doc 9981)</u></p> <p>d) <u>ACI Runway Safety Handbook</u></p> <p>e) <u>Manual on Prevention of Runway Incursion (Doc 9870)</u></p> <p>f) <u>Runway Safety Programme – Global Runway Safety Action Plan First Edition, November 2017</u></p> <p>g) <u>CAA Advisory Circulars (Relevant Parts)</u></p>		<p>aerodrome certification and Annex 19 requirements on SMS</p> <p>c) <u>National and Airport runway safety programmes</u></p> <p><u>Safe Runway Operations</u></p>	(when significant amendment/changes applied)	
	<p><u>Relevant parts of aerodrome manual and safety management systems, covering:</u></p> <p>a) Promotion of safety culture</p> <p>b) Set safety performance targets</p> <p>c) Safety data trend analysis</p> <p>d) Risk assessment and Mitigation</p> <p>e) Safety Promotions</p> <p>f) Incident/accident investigations</p> <p>g) Safety/Audits Inspections</p>	Basic	Relevant parts of aerodrome/SMS manuals	Initial training Recurrent training	No
	<p><u>Aerodrome operations:</u></p> <p>Aerodrome layout</p>	Intermediate	<p>Aerodrome layout</p> <p>(Based on aerodrome layout drawing and onsite orientation)</p>	Initial training Recurrent training Refresher training as required	No

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(Knowledge, skills and attitudes)</u>	Required Competency Level (Basic / Intermediate / Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency Proficiency Check
	<u>Job related requirements:</u> a) National and Airport Runway safety programmes b) a) Emergency planning and response e) b) Aerodrome operations and maintenance in general	Basic	a) National and airport runway safety programmes (not included in syllabus) b) a) Emergency Planning and Response e) b) Airside Safety and Operations	Initial training Recurrent training Refresher training as required	No
Manager/ Supervisor	<u>National and international requirements:</u> a) National Legislation and regulations / requirements, including aerodrome certification process <u>References:</u> <ul style="list-style-type: none"> ▪ Annexes 14, 18 and 19 (relevant parts) ▪ PANS Aerodromes (Doc 9981) ▪ Manual on Prevention of Runway Incursion (Doc 9870) ▪ Runway Safety Programme – Global Runway Safety Action Plan First Edition, November 2017 ▪ ACI Runway Safety Handbook ▪ CAA Advisory Circulars (Relevant Parts) 	Basic	a) National aerodrome regulations; b) ICAO Annex 14 requirements on aerodrome certification and Annex 19 requirements on SMS c) National and Airport runway safety programmes Safe Runway Operations	Initial training Recurrent training Refresher training as required	Yes
	<u>Aerodrome manual (relevant parts) including:</u> a) FOD management b) Safety management during construction and maintenance works	Intermediate	Relevant parts of aerodrome/SMS manuals	Initial training Recurrent training	Yes

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(Knowledge, skills and attitudes)</u>	Required Competency Level (Basic / Intermediate / Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency Proficiency Check
	c) Understanding of aerodrome emergency procedures d) Familiarity with follow-me procedures <u>Safety management systems, covering:</u> a) Promotion of safety culture b) Set safety performance targets c) Safety data trend analysis d) Risk assessment and Mitigation e) Safety Promotions f) Incident/accident investigations g) Safety/Audits Inspections			Refresher training as required	
	<u>Aerodrome operations:</u> Aerodrome layout	Intermediate	Aerodrome layout (Based on aerodrome layout drawing and onsite orientation)	Initial training Recurrent training Refresher training as required	Yes
	<u>Job related requirements:</u> All of the competency requirements for frontline officers, but at advanced level, plus: a) Understanding of disabled aircraft removal plan. b) Re-declaration of runway distances c) SMS principles including safety risk management. d) Preliminary investigations of accidents and incidents	Advanced	a) Emergency Planning and Response b) Understanding Annex 14 and PANS-Aerodrome c) Aerodrome SMS d) Aerodrome Incident/Accident Investigation e) Managing Works in Progress	Initial training Recurrent training Refresher training as required Specialized training as required	Yes.

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(Knowledge, skills and attitudes)</u>	Required Competency Level (Basic / Intermediate / Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency Proficiency Check
	e) Safety during construction and maintenance works		⇨f) <u>Safe Runway Operations</u>		
Officer / Technician	<u>National and international requirements:</u> a) <u>Annexes 14, 18 and 19 (relevant parts)</u> ⇨b) <u>AIP and NOTAM</u>	Basic	a) <u>National aerodrome regulations;</u> b) <u>ICAO Annex 14 requirements on aerodrome certification and Annex 19 requirements on SMS</u> c) <u>Airport runway safety programme</u> ⇨d) <u>AIP and NOTAM</u>	Initial training Recurrent training Refresher training as required	Yes
	<u>Aerodrome manual (relevant parts/chapters):</u> a) <u>Understanding of the aerodrome manual of the airport concerned</u> b) <u>Familiarity with follow-me procedures</u> <u>Safety management system, covering:</u> a) <u>Identification of safety Hazards</u> b) <u>Safety reporting – mandatory, voluntary and confidential</u>	Intermediate	<u>Relevant parts of aerodrome and SMS manuals</u>	Initial training + OJT Recurrent training Refresher training as required	Yes
	<u>Aerodrome operations</u> a) <u>Aerodrome layout</u>	Intermediate	<u>Aerodrome layout (Based on aerodrome layout drawing and onsite orientation)</u>	Initial training + OJT Recurrent training Refresher training as required	Yes

Aerodrome Operations Personnel	Competency/ knowledge areas <u>(Knowledge, skills and attitudes)</u>	Required Competency Level (Basic / Intermediate / Advanced)	Training Area	Required Type of Training (Initial, OJT, Refresher, Recurrent, Specialized)	Requirement of Competency Proficiency Check
	<p><u>Job related requirements:</u></p> <ul style="list-style-type: none"> a) Runway inspection including FOD, pavement conditions, drainage, markings and signs, in-pavement lights, obstacles, etc. b) Runway surface condition reporting c) Airside driving including reading of airfield signs and markings d) Radiotelephony e) Adverse weather operations and low visibility procedures f) Removal of runway contaminants, e.g. rubber, ice, snow g) Vegetation control h) Wildlife hazard management i) Follow-me procedures j) Prevention of runway incursion k) Compliance with safety rules during construction and maintenance works l) Emergency response procedures <u>AIP and NOTAM</u> 	Intermediate	<ul style="list-style-type: none"> a) Aerodrome inspection (AS-001b & 002) b) Aerodrome Pavement Inspection c) Airfield Ground Lighting (AM-003 & 004) d) Runway Condition Reporting e) Airside Driving (refer to PANS-Aerodrome for airside driver training programme) f) Low Visibility Operations g) Operations on contaminated runways h) Follow-me procedures (not included in syllabus) i) Safe Runway Operations j) Managing Works in Progress k) Emergency Planning and Response l) National AIP (not included in syllabus) 	Initial training + OJT Recurrent training Refresher training as required	Yes.

Template for training courses and its contents Job related

Title of Training Course	<Title>	Course Reference No.: <###>	Version: 001/2020
	Reference to AOPC Matrix Table: <Table Reference>		
Course Goal (Purpose of the course)	<Course goal>		
Course Objective (Learning objectives)	Upon successful completion of this course, participants will be able to: <ul style="list-style-type: none"> ▪ <Objective 1> ▪ <Objective 2> ▪ <Objective 3> 		
Prerequisites for taking this course	Title of Training Course (<i>if applicable</i>): <input type="checkbox"/> None <input type="checkbox"/> Indoctrination/Familiarization <input type="checkbox"/> Initial <input type="checkbox"/> On-Job-Training		
Training Type	<input type="checkbox"/> Indoctrination/Familiarization <input type="checkbox"/> Initial <input type="checkbox"/> On-Job-Training <input type="checkbox"/> Recurrent <input type="checkbox"/> Refresher <input type="checkbox"/> Specialized		
Course Content	Reference to the <u>ICAO/Industry</u> recognized <u>training</u> course(s) (<i>if available</i>): 1) <Course Title with hyperlink [provider]> 2) <Course Title with hyperlink [provider]> 3) <Course Title with hyperlink [provider]>		
Training method/activities	<input type="checkbox"/> CBT/Online <input type="checkbox"/> Class room <input type="checkbox"/> Practical/Simulator <input type="checkbox"/> Practical (On-site) <input type="checkbox"/> Factory/Manufacturer		
Assessment	<input type="checkbox"/> Attendance only (If competency test / assessment is not required) <input type="checkbox"/> Minimum passing score: 80% (If competency test is required) <input type="checkbox"/> Satisfactory result in on-site assessment (If assessment is required)		

Notes:-

Aerodrome operators and training organizations approved by State's CAA can develop and deliver a training course based on above course content.

Sample 1

Title of Training Course	Aerodrome Safety Management System (SMS)	Course Reference No.: XXX	Version: 001/2020
	Reference to AOPC Matrix Table: A1-7: Apron Safety; A1-8 Runway Safety		
Course Goal (Purpose of the course)	Safety Management Systems is a proactive approach to safety that was adopted by the International Civil Aviation Organization (ICAO) to ensure aerodrome readiness to comply with local civil aviation regulations. This course provides participants with the necessary knowledge and skills to plan, develop, and implement a Safety Management System (SMS) and ensure on-going compliance with the ICAO Safety SARPs.		
Course Objective (Learning objectives)	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> ▪ Describe the specific regulatory frameworks relevant to airport safety ▪ Understand the key principles upon which to establish an effective SMS programme ▪ Describe the process to plan and implement an effective SMS ▪ Exposed the framework for creating a “safety culture” within an organization and how to address related problems ▪ The influence of Human Factors in SMS ▪ Describe the components of an SMS 		
Prerequisites for taking this course	<p>Title of Training Course (if applicable): ICAO Safety Management Online Course</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> Indoctrination/Familiarization <input checked="" type="checkbox"/> Initial</p> <p><input type="checkbox"/> On-Job-Training</p>		
Training Type	<p><input type="checkbox"/> Indoctrination/Familiarization <input checked="" type="checkbox"/> Initial <input type="checkbox"/> On-Job-Training</p> <p><input type="checkbox"/> Recurrent <input type="checkbox"/> Refresher <input type="checkbox"/> Specialized</p>		
Course Content	<p>Reference to the ICAO/Industry recognized training course(s) (if available):</p> <p>4) ICAO Safety Management for Practitioner [GAT]; or</p> <p>5) ACI Aerodrome Safety Management System Implementation [ACI] or</p> <p>6) Aerodrome SMS incorporating PANS-Aerodromes Course [GAT/Incheon Airport Aviation Academy]</p>		
Training method/activities	<p><input type="checkbox"/> CBT/Online <input checked="" type="checkbox"/> Class room <input type="checkbox"/> Practical/Simulator</p> <p><input type="checkbox"/> Practical (On-site) <input type="checkbox"/> Factory/Manufacturer</p>		
Assessment	<p><input type="checkbox"/> Attendance only (If competency test / assessment is not required)</p> <p><input checked="" type="checkbox"/> Minimum passing score: 80% (If competency test is required)</p> <p><input type="checkbox"/> Satisfactory result in on-site assessment (If assessment is required)</p>		

Notes:-

- 1) Aerodrome operators and training organizations approved by State’s CAA can develop and deliver a training course based on above course content.

Sample 2

Title of Training Course	Airside Safety and Operations	Course Reference No.: XXX	Version: 001/2020
	Reference to AOPC Matrix Table: A1-7: Apron Safety; A1-8 Runway Safety		
Course Goal (Purpose of the course)	This course provides an overview of all aspects of airside safety and operations. It provides airport managers and supervisors with essential guidelines on best practices, the latest technology, new equipment and procedures and regulations for safe and efficient operation of the airside environment.		
Course Objective (Learning objectives)	<p>Upon successful completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> ▪ Describe the safety operations at airports. ▪ Describe the factors that affect safety at airports. ▪ Explain how to control and maintain safety at airports. ▪ Apply practical and up-to-date tools for managing safety on the airport. ▪ Implement safety standards in airport operations 		
Prerequisites for taking this course	<p>Title of Training Course (<i>if applicable</i>): N/A</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> Indoctrination/Familiarization <input type="checkbox"/> Initial</p> <p><input type="checkbox"/> On-Job-Training</p>		
Training Type	<p><input type="checkbox"/> Indoctrination/Familiarization <input checked="" type="checkbox"/> Initial <input checked="" type="checkbox"/> On-Job-Training</p> <p><input type="checkbox"/> Recurrent <input type="checkbox"/> Refresher <input type="checkbox"/> Specialized</p>		
Course Content	<p>Reference to the ICAO/Industry recognized training course(s) (<i>if available</i>):</p> <p>1) Airside Safety and Operations [ACI] 2) Airport Best Practices: Airport Ramp Safety [Singapore Aviation Academy]</p>		
Training method/activities	<p><input type="checkbox"/> CBT/Online <input checked="" type="checkbox"/> Class room <input type="checkbox"/> Practical/Simulator</p> <p><input type="checkbox"/> Practical (On-site) <input type="checkbox"/> Factory/Manufacturer</p>		
Assessment	<p><input type="checkbox"/> Attendance only (If competency test / assessment is not required)</p> <p><input checked="" type="checkbox"/> Minimum passing score: 80% (If competency test is required)</p> <p><input type="checkbox"/> Satisfactory result in on-site assessment (If assessment is required)</p>		

Notes:-

Aerodrome operators and training organizations approved by State's CAA can develop and deliver a training course based on above course content.

Sample 3

Title of Training Course	Aerodrome Incident/Accident Investigation	Course Reference No.: XXX	Version: 001/2020
	Reference to AOPC Matrix Table: A1-8 Runway Safety		
Course Goal (Purpose of the course)	This course introduces industry best practices for Accident and Incident Investigation at airports. Participants will discover and discuss key concepts and issues such as the impact of human factors on increasing incidents and accidents in aviation. Through this process, participants will become able to establish mitigation measures at their own airports to reduce incidents and accidents.		
Course Objective (Learning objectives)	Upon successful completion of this course, participants will be able to: <ul style="list-style-type: none"> ▪ Describe the type of incidents and accidents that can happen at airports ▪ Conduct formal investigations to reduce and prevent accidents at their airport ▪ Apply personal experience to further determine how best to prevent accidents and incidents at their airport 		
Prerequisites for taking this course	Title of Training Course (<i>if applicable</i>): N/A <input checked="" type="checkbox"/> None <input type="checkbox"/> Indoctrination/Familiarization <input type="checkbox"/> Initial <input type="checkbox"/> On-Job-Training		
Training Type	<input type="checkbox"/> Indoctrination/Familiarization <input checked="" type="checkbox"/> Initial <input type="checkbox"/> On-Job-Training <input type="checkbox"/> Recurrent <input type="checkbox"/> Refresher <input type="checkbox"/> Specialized		
Course Content	Reference to the ICAO/Industry recognized training course(s) (<i>if available</i>): 3) Accident and Incident Investigation [ACI] 4) Incident Investigation: Effective Safety Risk Management [Singapore Aviation Academy]		
Training method/activities	<input type="checkbox"/> CBT/Online <input checked="" type="checkbox"/> Class room <input type="checkbox"/> Practical/Simulator <input type="checkbox"/> Practical (On-site) <input type="checkbox"/> Factory/Manufacturer		
Assessment	<input type="checkbox"/> Attendance only (If competency test / assessment is not required) <input checked="" type="checkbox"/> Minimum passing score: 80% (If competency test is required) <input type="checkbox"/> Satisfactory result in on-site assessment (If assessment is required)		

Notes:-

Aerodrome operators and training organizations approved by State's CAA can develop and deliver a training course based on above course content.