



ICAO

The Third Meeting of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG/3)
Video Teleconference, 23 to 26 March 2021

Agenda Item 7: AP-AA/WG Task List

GENERIC DOCUMENTS FOR TRAINING PROGRAM AND TRAINING PLAN FOR AERODROME INSPECTORS

(Presented by India)

SUMMARY

This paper presents the generic documents development for the training program and training plan. The generic documents provide the basic guidance to the regulatory authority for development of training program and training plan /calendar for the inspectors engaged in aerodrome certification process, surveillance activities and special audit of aerodromes.

1. INTRODUCTION

1.1 As per the task list item 1/3 of the Asia/Pacific Aerodrome Assistance Working Group (AP-AA/WG), it was decided to assist the States which have not completed the implementations of Aerodrome certification for all international aerodromes and/or with an AGA EI below 75% in establishing an aerodrome certification process, develop a set of generic documents in the area of training program and training plan for aerodrome inspectors of regulatory authorities of the States.

2. DISCUSSION

2.1 With reference to AP-AA/WG Task 1/3 (f), India presents a generic documents for the training program and training plan which was modified from an existing manual used by DGCA India- Training policy of Regulatory Authority

2.2 The Generic Training program and training plan is available in **Appendix A**.

3. ACTION BY THE MEETING

3.1 The meeting is invited to review and amend the generic training program and training plan as appropriate.

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**[Name and Address
Of
Civil Aviation
Authority]**

**TRAINING POLICY
&
TRAINING PROGRAM
FOR
[CAA] TECHNICAL
STAFF/INSPECTORS**

EDITION - XXXX

PREFACE

[Name of the Civil Aviation Authority] being a regulatory body has to ensure the competency of its workforce. Hence [CAA] is committed to provide training or take other actions to reach the established level of competency, and evaluate the effectiveness of these actions. This policy document provides an overview of various training requirement of [CAA Technical Staff/INSPECTORS] at all level. The training as envisaged will enable the Technical Staff/Inspectors to understand the context, duties and responsibilities, relevant regulatory provisions and make them familiar with the relevant ICAO documents.

This policy document of the [CAA] provides common guidelines regarding various trainings to enhance the skills and competency of Technical Staff/Inspectors/inspectors. The policy document sets forth the authority and procedural methods to execute various trainings of [CAA Technical Staff/Inspectors] at all level.

[head or CAA /DGCA]

[Place, date month and year]

TRAINING POLICY FOR [CAA TECHNICAL STAFF/INSPECTORS]

1. INTRODUCTION

- 1.1. International aviation standards require that a civil aviation authority provide its safety inspectors with comprehensive training to ensure the competency of its inspector workforce.
- 1.2. [Name of the Civil Aviation Authority] is a regulatory body responsible for the safety oversight of aircraft operations in the country. [CAA] is committed to establish and control the competencies of its Technical Staff/Inspectors. For this purpose [CAA] is committed to provide training or take other actions to reach the established level of competency, and shall evaluate the effectiveness of these actions. The [CAA] shall ensure that Technical Staff/Inspectors of [CAA] are competent to carry out the tasks assigned to them and have the necessary qualification, experience and training to perform their respective functions.
- 1.3. In order to ensure that the Technical Staff/Inspectors in [CAA] are qualified, have operational or technical work experience and their training is compatible with the activities they are required to carry out, [CAA] has prepared this Training Policy.

2. OBJECTIVE:

Objective of this Policy is to provide an overview of various training requirement of [CAA Technical Staff/Inspectors] at all level. The training as envisaged will enable the Technical Staff/Inspectors to understand the context, duties and responsibilities, relevant regulatory provisions and make them familiar with the relevant ICAO requirements and materials. The training imparted will ensure to meet the vision of CAA – 'Endeavour to promote safe and efficient air transportation through regulation and proactive safety oversight system' vision of Safety Regulator

3. TRAINING PROGRAM

Each [Section /Unit / division] shall prepare its training programme for its Technical Staff/Inspectors as per this training policy.

- 3.1 The training program for Technical Staff/Inspectors shall contain primarily the following trainings:

- 3.1.1 **Initial/ Induction Training:** The newly inducted Technical Staff/Inspectors shall be provided an induction training to enable Technical Staff/Inspectors to get a general understanding about the organisation, its vision, mission and acquire necessary competencies required for performing their job.
- 3.1.2 **On-the -job Training:** After Completion of Initial Induction Training, the newly inducted Technical Staff/Inspectors will be provided on-the-job training to enable them to handle their responsibilities independently. An inspector has to undergo corresponding OJT training for a given job/ function before independently performing that job/ function.
- 3.1.3 **Recurrent Training:** Technical Staff/Inspectors will be provided recurrent training to maintain/upgrade the competency level and also for updating their awareness to relevant regulations/developments etc. This training shall be conducted at least once in two years.
- 3.1.4 **Specialized/Technical Training:** (one-time courses taken any time – ongoing process): [CAA] shall nominate Technical Staff/Inspectors for technical and developmental courses as applicable.

4. INITIAL/ INDUCTION TRAINING

- 4.1 Initial/Induction Training course will be conducted for each newly inducted Inspectors in [CAA]. There will be 3 modules.

Module-I will be organised by the [Training division of the CAA]. The purpose of this Module is to familiarize Technical Staff/Inspectors with the organization setup business and applicable national legislations and functioning of the organization.

Modules II & III will be structured and conducted in the concerned area [e.g. PEL , AGA, AIG, OPS etc.] by the concerned section /division / unit.

The generic Topics/Contents for Induction Module is placed at **Appendix ‘A’**.

- 4.2 Newly recruited Technical Staff/Inspectors are required to complete the Initial Training course within the stipulated time frame in order to start On-the-job Training (OJT) for their respective areas of posting. This will enable them to be more useful in providing assistance to senior Technical Staff/Inspectors at the preparatory level of work.

4.3 ON-THE-JOB TRAINING

4.3.1 On-the-Job Training entails the completion of three levels of training for each technical job function. The three levels encompass the study of reference materials, task observation, and task performance, as further defined below. An OJT trainer must validate all Levels (I, II, and III) of performance. The OJT training process follows a logical progression of three levels as shown in the table below:

<u>Level</u>	<u>Trainee</u>	<u>Trainer</u>
Level I – Knowledge	Study	Discuss
Level II – Understanding	Observe	Demonstrate
Level III – Performance	Perform	Evaluate

4.3.2 Level-I training (Knowledge) is typically a self-study effort on the part of the trainee with guided discussion and validation conducted by the OJT trainer afterwards. The time allowed for this should be appropriate to the complexity of the task and the amount of material to be studied.

Levels II and III involve the actual performance of the task. Level I training typically involve a review of all reference materials applicable to the job tasks for which training has been identified. Level I training may be satisfied through classroom training or other delivery methods.

Level II Training (Task Observation) involves observation of the performance of specific job tasks. This training typically involves the trainee observing and/or assisting the OJT trainer in the performance of those specific job tasks for which the trainee will be held accountable. Level II training may be satisfied through appropriate training that provides the opportunity for the trainee to observe and/or assist the trainer performing the task.

Level III Training (Task Performance) involves the application of knowledge and skills to the performance of specific job tasks. Typically, the trainee performs the job task under the observation of a qualified OJT trainer. The trainer assesses the performance of the task and indicates on the trainee’s OJT training plan when Level III performance is achieved.

4.3.3 Each division responsible for concerned area [e.g. PEL, AGA, AIG, ANS, OPS etc] will frame their own OJT Plan based on these guidelines. In order to ensure the responsibility of oversight of an individual Technical Staff/Inspector, concerned division shall maintain record of OJT of its inspector/ officer to indicate that the inspector/ officer has been successfully trained on a particular task. Before assigning an inspector/ officer to perform a job task, the appropriate officials within the Division should confirm that the inspector/ officer has completed sufficient training to perform the task.

5 RECURRENT TRAINING

- 5.1 [CAA Technical Staff/Inspectors] require continuous development of their competencies related to their respective responsibilities. This should be accomplished through periodic training such as recurrent training or continuation training. To ensure that [CAA Technical Staff/Inspectors] maintain proficiency and keep current on aircraft and equipment, techniques, procedures and new developments in their respective areas of expertise, it is essential that they receive periodic recurrent training.
- 5.2 The Recurrent Training course may share content with the Initial Training course, but varies in emphasis from one to other, as the Initial Training course provides a fuller treatment across all subject area. The Recurrent Training course focuses on changes from year to year in regulations, guidance material as well as significant events occurring in the industry and the local environment from time to time.

6 SPECIALISED TRAINING

- 6.1 For Technical Staff/Inspectors to upgrade their knowledge at par with international standards and for efficient functioning, [CAA] shall periodically develop programmes under special training programmes/schemes in association with international organisations, such as, ACI, EASA, IATA, US FAA and regional cooperative programmes, such as, Cooperative Development of Operational Safety and Continuous Airworthiness Programmes (COSCAPs), , Flight Procedure Programme (FPP) etc.
- 6.2 The purpose of specialized training is to upgrade the knowledge and competency of [CAA Technical Staff/Inspectors] at par with international standards and for efficient functioning. Duration of training is based on the course and the hosting organization.

7. PREPARATION OF ANNUAL TRAINING PLAN

Each Division /Section /Unit of the concerned area [e.g. PEL , AGA, AIG, ANS, OPS etc] shall establish and maintain Individual Training Plans that sets out the training to be provided to each of their Technical Staff/Inspectors annually and all the proposals may be consolidated at organization level. For prioritising the trainings, all concerned area [e.g. PEL , AGA, AIG, ANS, OPS etc] shall categorically list their priority requirements as ‘mandatory training’ in their training plan. The training plan of the CAA shall be finalised in consultation with all the concerned area [e.g. PEL , AGA, AIG, ANS, OPS etc] their Representatives. Final proposal may be submitted to [head of organization /CAA] for in-principle approval and accordingly administrative and logistic shall be made available /planned. Approved training Calendar for the year will be shared with each concerned unit / section/ division [e.g. PEL , AGA, AIG, ANS, OPS etc] and also uploaded on the website of [CAA].

8. TRAINING RESPONSIBILITIES

It is the responsibility of the CAA to arrange/provide trainings in accordance with training programme and plan.

9. PROCESS FOR CONDUCTING VARIOUS TRAININGS:

Each concerned Section /Unit/Division [e.g. PEL , AGA, AIG, ANS, OPS etc.] will submit the proposal for individual training as per approved calendar before **30 days** of the planned commencement of the training.

10. REVIEW OF TRAINING PROGRAM

Each concerned Section /Unit/Division [e.g. PEL , AGA, AIG, ANS, OPS etc.] is expected to periodically review the Training Program and carry out revisions so that the training of Technical Staff/Inspectors is continuously updated to keep abreast of the latest developments taking place in the aviation field. One of the methods is to analyse the feedback received after training which may be considered for revision of policies, syllabus, and curriculum. The organization may develop the Training Evaluation Form if found necessary.

11. TRAINING FILES AND RECORDS

11.1 All training completed by Technical Staff/Inspectors will be documented in his or her training file. Technical Staff/Inspectors who complete a formal external or in-house training course will receive a Certificate of Completion to be added to their training file.

11.2 On completion of training each Technical Staff/Inspector will submit a feedback report. The data/feedback will be considered while formulating next training programme.

**GENERAL INDUCTION TRAINING: CAA TECHNICAL
STAFF/INSPECTORS**

Sl. No.	Name of the course	Duration	Trainer
Module I			
	Phase I		
1.	Overview of [Civil Aviation Authority] <ul style="list-style-type: none"> ❖ Vision ❖ Functions ❖ History ❖ Organization structure ❖ Role ❖ [Directorates /Sections /Division/ units] 	2 sessions	[CAA senior executive]
2.	Overview of International Civil Aviation Organisation <ul style="list-style-type: none"> ❖ Chicago Convention ❖ ICAO ❖ Contracting States ❖ ICAO SARPS & Annex management 	2 sessions	[CAA senior executive]
3.	General Information on Legislations & Regulations <ul style="list-style-type: none"> ❖ National level Act & Rules (Hierarchy of regulations) ❖ Delegation of powers ❖ Advisory circulars ❖ Intro to Civil Aviation Regulations (CAR) 	2 sessions	[CAA senior executive]
4.	Overview of CAA each division /unit /section/ directorate: <ul style="list-style-type: none"> ❖ Functions & Duties ❖ CAA regional setup ❖ Interaction with other Directorates. ❖ Procedure Policy. ❖ Certificates / Approvals granted by each Directorate 	16 sessions	[CAA senior executive]
5.	State Safety Oversight system	4 sessions	[CAA senior executive]
6.	State Safety Programme and National Aviation Safety Plan	2 sessions	[CAA senior executive]

7.	Basic Aircraft Accident Investigation	2 sessions	[CAA senior executive]
8.	Auditing Techniques & Procedures	2 sessions	[CAA senior executive]
9.	Enforcement <ul style="list-style-type: none"> ❖ Types ❖ Enforcement policy & Procedure 	2 sessions	[CAA senior executive]
10.	Personnel ethics, Inspector ethics, conduct and credentials	2 sessions	[CAA senior executive]
11.	Basic IT Module <ul style="list-style-type: none"> ❖ Introduction to MS Office - MS Word, Mail Merge, MS Power Point, MS Excel etc ❖ Working with internet and Cyber Security 	6 sessions	IT expert from industry
Phase II			
12.	General Administration <ul style="list-style-type: none"> ❖ General government rules ❖ Conduct & Office procedures 	1 week	Any other Specialised institute
Phase III			
13.	Management/ Personality Development Training.	1 week	Any Specialised Institute

INDUCTION TRAINING OF CAA TECHNICAL STAFF/INSPECTORS: MODULE II

1. The format and duration for the courses will be dictated by the scope of the content. However, for the Inspector's role, the initial course after basic induction should be a minimum of **8 weeks**. That should include OJT, participating at an increasing level of involvement, in **at least 3 inspections** plus an assessed inspection before being cleared to operate without supervision. All courses should include a pass/fail written and oral examination.
2. It is very important that stakeholders must have confidence in the Aerodrome Inspectors, therefore the assessment inspection must be performance oriented with a minimum performance expectation. If that expectation is not met then additional training should be undertaken until CAA is satisfied or termination/transfer procedures are to be considered.
3. During all of the training sessions employ best teaching/training practice using recognized ways of effective training such as:
 - a. using only suitably qualified and experienced trainers;
 - b. the use of suitable audio-visual material;
 - c. "guest" experts from specific disciplines to supplement CAA in house trainers;
 - d. workshops and case studies; existing material that has been tested and tried, for example the ICAO SMS/SSP course case studies/exercises.
4. Each training session is for **90 min**.

Sl No.	Name of the course	Duration	Trainer
Phase -1			
1	Overview of the State's Safety Oversight Obligations <ul style="list-style-type: none"> ❖ Critical elements of a safety oversight system ❖ ICAO Annexes & state obligations ❖ State Safety Programme ❖ Safety Management Systems (SMS) 	02 session	CAA Senior executive/ instructor or Any other specialised institute
2	Annex 14 part I (Aerodrome Design and Operations) <ul style="list-style-type: none"> ❖ Aerodrome data ❖ Physical characteristics: Runways, taxiways, clearways, stop ways, holding bays ❖ Obstacle restriction and removal: Obstacle limitations surface and requirements ❖ Visual aids for navigation: Indicators and signaling devices, markings, signs and markers ❖ Aeronautical ground lights ❖ Aerodrome operational services, equipment and installations 	12 session	CAA Senior executive/ instructor or Any other specialised institute
3	Annex 14 part II (Heliports) <ul style="list-style-type: none"> ❖ Heliport data ❖ Physical characteristics ❖ Obstacle: Obstacle limitation surfaces and sectors, Obstacle limitation requirements ❖ Visual aids: Indicators, Markings and Markers ❖ Aeronautical ground lights ❖ Heliport services: Rescue and fire fighting 	06 session	CAA Senior executive/ instructor or Any other specialised institute
Phase -2			
4	ICAO Doc 9137 (Airport Services Manual) <ul style="list-style-type: none"> ❖ Rescue and fire-fighting ❖ Pavement surface conditions ❖ Bird control and reduction ❖ Removal of disabled aircraft ❖ Control of obstacles ❖ Airport emergency planning ❖ Airport operational services ❖ Airport maintenance practices 	08 session	CAA Senior executive/ instructor or Any other specialised institute

5	<p>ICAO Doc 9157 (Aerodrome Design Manual)</p> <ul style="list-style-type: none"> ❖ Overview of runways, Taxiways, Aprons and holding bays ❖ Pavements: Procedures for Reporting Aerodrome Pavement Strength, Evaluation of Pavements, Methods for Improving Runway Surface Texture ❖ Visual aids: Markings and markers, Lightings, Signs ❖ Electrical systems: Introduction, Electricity Supplies, Electrical circuits for Aerodrome Lighting and Radio Navigation Aids, underground Electrical 	12 session	CAA Senior executive/ instructor or Any other specialised institute
Phase -3			
6	<p>ICAO Doc 9184(Airport Planning Manual)</p> <ul style="list-style-type: none"> ❖ Master Planning- Introduction, Preplanning Considerations, Airport Site Evaluation and Selection , Runways and taxiways, apron, Airport Operations and Support Facilities ❖ Land Use and Environmental Control-General, Environmental impacts associated with aviation activities, Environmental consequences and control measures ❖ Guidelines for Consultant/ Construction Services-Introduction, Task Identification, selection, preparation, administration and construction 	04 session	CAA Senior executive/ instructor or Any other specialised institute
7	<p>Aerodrome Maintenance</p> <ul style="list-style-type: none"> ❖ Pavements ❖ Runway pavements overlay ❖ Visual aids 	04 session	CAA Senior executive/ instructor or Any other specialised institute
8	<p>Technical analysis</p> <ul style="list-style-type: none"> ❖ Friction testing and rubber removal on runway ❖ PCR analysis / strength assessment ❖ Aeronautical study / Risk assessment 	06 session	CAA Senior executive/ instructor or Any other specialised institute
9	<p>Auditing of Aerodromes</p> <ul style="list-style-type: none"> ❖ Role and responsibilities of aerodrome inspector ❖ Auditing principles, techniques, Procedures ❖ Auditing of rescue and fire-fighting ❖ Auditing of an airport's SMS 	06 session	CAA Senior executive/ instructor or Any other specialised institute

Phase -4			
10	Aerodrome Certification <ul style="list-style-type: none"> ❖ Procedure manual ❖ Aerodrome manual assessment ❖ Exemptions ❖ SMS manual assessment ❖ Issuance and renewal of operating certificate/ licence 	10 session	CAA Senior executive/ instructor or Any other specialised institute
11	Surveillance inspection <ul style="list-style-type: none"> ❖ Inspection check list ❖ Inspection report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR 	02 session	CAA Senior executive/ instructor or Any other specialised institute
12	Aerodrome Inspections <ul style="list-style-type: none"> ❖ Airfield: Pavement, markings, lightings and obstructions ❖ Rescue and fire-fighting ❖ Training programme: Review, records and documentation ❖ Training of airfield drivers ❖ Fuelling facilities ❖ Runway incursion prevention ❖ Debris 	06 session	CAA Senior executive/ instructor or Any other specialised institute
13	Wildlife management <ul style="list-style-type: none"> ❖ Wildlife Strike Hazard ❖ Reporting wildlife strikes ❖ Hazard Assessment ❖ Database and records management ❖ Regulations, policies and compliances 	06 session	CAA Senior executive/ instructor or Any other specialised institute

Module III- On- Job Training

SL NO.	SUBJECTS	DURATION	TRAINER
1.	2 Nos of inspection for initial issue of aerodrome license (01 for observation, 01 under supervision) Or 3 Nos of surveillance inspection (01 for observation, 02 under supervision)	As per surveillance inspection plan	CAA Aerodrome inspector

Specialised training

SL NO.	SUBJECTS	DURATION	TRAINER
1.	Advanced audit techniques	02 session	CAA Senior executive/ instructor or Any other specialised institute
2.	Safety Oversight Inspections	02 session	CAA Senior executive/ instructor or Any other specialised institute
3.	Aviation quality management system	02 session	CAA Senior executive/ instructor or Any other specialised institute
4.	Safety Management System	02 session	CAA Senior executive/ instructor or Any other specialised institute
5.	Aerodrome operations	02 session	CAA Senior executive/ instructor or Any other specialised institute
6.	RFF	02 session	CAA Senior executive/ instructor or Any other specialised institute
7.	Wildlife Management	02 session	CAA Senior executive/ instructor or Any other specialised institute
8.	Aeronautical studies / risk assessment	02 session	CAA Senior executive/ instructor or Any other specialised institute
9.	Electrical systems	02 session	CAA Senior executive/ instructor or Any other specialised institute
10.	Signs, Marking and Lighting	02 session	CAA Senior executive/ instructor or Any other specialised institute
11.	Obstacle Limitation Surfaces	02 session	CAA Senior executive/ instructor or Any other specialised institute

Recurrent training

SL NO.	SUBJECTS	DURATION	TRAINER
1.	State letters for amendments in Annex 14 part 1 and part 2	02 session	CAA Senior executive/ instructor or Any other specialised institute
2.	Airport Certification	02 session	CAA Senior executive/ instructor or Any other specialised institute
3.	Safety Management System	02 session	CAA Senior executive/ instructor or Any other specialised institute
4.	State Safety Program Implementation	02 session	CAA Senior executive/ instructor or Any other specialised institute
5.	Safety Oversight Inspections	02 session	CAA Senior executive/ instructor or Any other specialised institute
6.	ARFF Operation	02 session	CAA Senior executive/ instructor or Any other specialised institute