



SAFE SKIES.  
**SUSTAINABLE FUTURE.**

# Training Programmes for SAR Inspectors

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## USOAP Related PQs

PQ No.	Protocol Question	Guidance for Review of Evidence	ICAO References	CE
7.495	Has the State developed a formal training programme detailing the type of training to be provided to its SAR inspectors?	<ol style="list-style-type: none"> <li>1) Review contents of training programme.</li> <li>2) Confirm inclusion of initial, on-the-job, recurrent and specialized training, including timelines to be provided, as applicable.</li> </ol>	STD  A19  App. 1, 4  GM  Doc 9734  Part A, 3.4	CE-4
7.499	Is the training programme appropriately implemented for SAR inspectors?	<ol style="list-style-type: none"> <li>1) Sample recent training plans for different inspectors.</li> <li>2) Verify that training plans are in accordance with the programme and include:               <ol style="list-style-type: none"> <li>a) detailed training types;</li> <li>b) priorities; and</li> <li>c) time frames.</li> </ol> </li> <li>3) Verify that each inspector's training is detailed.</li> <li>4) Verify that the type and frequency of training provided (initial, OJT, recurrent and specialized) is sufficient to acquire/maintain the required level of knowledge, skills, competence and qualifications in accordance with the duties and responsibilities assigned to each technical staff member.</li> <li>5) Verify that OJT is provided by an experienced senior inspector.</li> </ol>	STD  A19  App. 1, 4  GM  Doc 9734  Part A, .3.4	CE-4

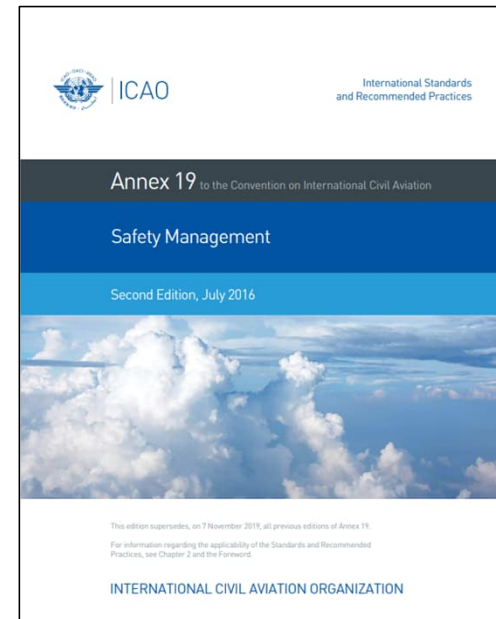
# Annex 19

## Appendix 1

### 4. Qualified technical personnel (CE-4)

4.1 States shall establish minimum qualification requirements for the technical personnel performing safety-related functions and provide for appropriate initial and recurrent training to maintain and enhance their competence at the desired level.

4.2 States shall implement a system for the maintenance of training records for technical personnel.



# Doc 9734

## 3.4 Qualified Technical Personnel (CE-4)

**CE-4. Qualified technical personnel.** The establishment of minimum qualification requirements for the technical personnel performing safety-related functions and the provision of appropriate initial and recurrent training to maintain and enhance their competence at the desired level. States shall implement a system for the maintenance of training records for technical personnel.

### 3.4.2 Training of technical personnel

*Note.— Guidance on training and qualification of inspectors is found in the Manual on the Competencies of Civil Aviation Safety Inspectors (Doc 10070).*

3.4.2.1 To ensure that technical personnel receive the required training in an effective manner and maintain their competency, a robust training system needs to be established and implemented by the State authorities. This system should be based on a documented training policy established and signed at the management level of the State authorities.

3.4.2.2 The training policy should commit to provide all necessary training to all technical personnel in all areas, including initial training (e.g. induction and basic training), on-the-job training (OJT), recurrent training and specialized or advanced training. Furthermore, the training policy should require the establishment of a training programme for each technical staff position and training plans for each technical staff member.

3.4.2.3 The State authorities also need to provide the necessary financial resources and time for their technical personnel to receive the required training.



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## 3.4 Qualified Technical Personnel (CE-4)

### Training Programmes

3.4.2.4 A training programme should be developed for each technical staff position. The training programme should include all the training required for the incumbent of the position to acquire and maintain the necessary competencies for the position as well as to effectively perform the related safety oversight functions and activities. The required training includes initial training, OJT, recurrent training and all the specialized training necessary for that technical position, with the minimum content for each type of training, as applicable.

3.4.2.5 For each technical staff member, a periodic training plan should be developed based on the training programme established for the staff member's position. The training plan should detail the type of training to be provided during a specified timeframe as well as the training priorities. As a principle, a staff member can only be authorized to perform safety oversight duties in the area or subject where the staff member has satisfactorily completed the required training and maintains the required competence.

3.4.2.6 Training of the State's technical personnel is not limited to strictly professional elements, such as the maintenance of competency and currency. In particular, it is essential that civil aviation inspectors also be provided with training on subjects such as applicable CAA regulations, inspectors' skills, knowledge, duties and responsibilities, and CAA procedures for the implementation and enforcement of requirements.

3.4.2.7 Technical personnel should satisfactorily complete OJT before being assigned safety oversight-related tasks and responsibilities. OJT should be provided by experienced, senior technical staff in the subject area or task, and should follow a structured process, such as observing, working under supervision, competence assessment and authorization, etc. It is important to ensure that staff are only authorized to perform tasks after having been assessed as qualified. The completion of the OJT, including the competency assessment, should be properly documented.

# Doc 9734

## 3.4 Qualified Technical Personnel (CE-4)

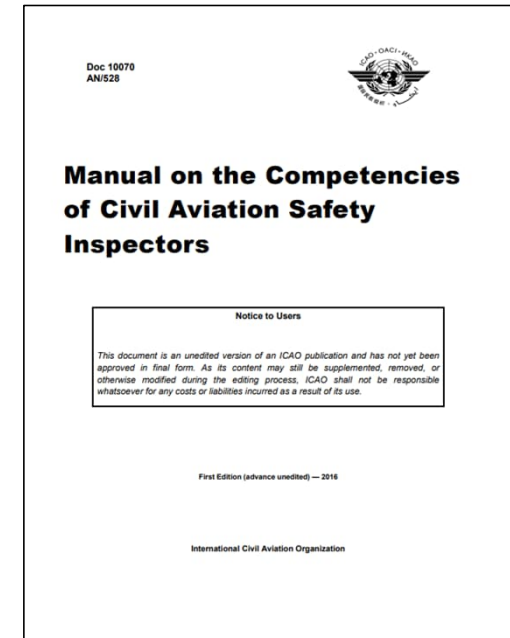
3.4.2.8 The State's technical personnel represent the authority and, as such, require the continuing development of knowledge and skills related to their respective responsibilities. This should be accomplished through periodic training and refresher courses in all the disciplines for which the technical personnel are responsible. Participation in seminars and workshops organized by ICAO and international and regional aviation-related organizations can also enable the State's technical personnel to widen their horizons and share experience with experts from other Member States. Additional studies, such as courses in technical report writing and supervisory training, will also assist technical personnel in improving their effectiveness and efficiency.

3.4.2.9 Periodic practical and theoretical specialized (technical) training will enable the State's technical personnel to achieve and maintain a high level of knowledge and expertise and thus undertake their duties and responsibilities in a more effective and efficient manner.

3.4.2.10 The State authorities should establish and implement a system for the maintenance of training records for their technical personnel. This includes records of the OJT received, reflecting the various phases of the OJT completed (i.e. observation, performance of tasks under supervision and final assessments) as well as the assessment of competence of the personnel.

## Doc 10070, CASI Manual

- Provides guidance to oversight Authorities and training organizations on the development and maintenance of a competent Civil Aviation Safety Inspectors (CASIs) workforce.
- Content of the CASI Manual:
  - Why we need Civil Aviation Safety Inspectors (CASIs)
  - What CASIs Do (Duties and Tasks)
  - How CASIs do their jobs (competencies)
  - CASI career and training lifecycle (including initial training, OJT and recurrent training)





Thank You!