

# INTERNATIONAL CIVIL AVIATION ORGANIZATION



## TRAINING POLICY FOR CIVIL AVIATION SAFETY INSPECTORS (CASI)

VERSION 1.0 – APRIL 2025

### INTRODUCTION

This document was developed by the Civil Aviation Training Centers (CATC) Working Group of the North America, Central America, and the Caribbean (NAM/CAR) Region, approved by the ICAO North America, Central America, and the Caribbean (NACC) Office in Mexico City, for the reference of the states in the region.

The States of the Region may use this document as a reference, adapting it to the regulations, needs, and specific situations of each State.

At all times, the applicable ICAO standards must prevail in the event of any discrepancies with this document.

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## TRAINING POLICY - CIVIL AVIATION SAFETY INSPECTORS (CASI).

**REFERENCE:** Doc 9734, Part A, C3, Doc 9379, Part I, C2

### 1. INTRODUCTION

**1.1.** International aviation standards require that a CAA provide its CAA Inspectors with comprehensive training to ensure the competency of its inspector workforce, the present policy is a flexible proposal and adaptable tool, designed to fit the specific needs of the every CAA, it is based on best practices identified and has been adapted for our particular context.

**1.2.** The CAA 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 should evaluate the effectiveness of these actions. The [CAA] should 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 would 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 would 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 [Division /Section /Unit] should prepare its training programme for its Technical Staff/Inspectors as per this training policy.

**3.1** The training program for Technical Staff/Inspectors should contain primarily the following trainings:

**3.1.1** Initial/ Induction Training: The newly inducted Technical Staff/Inspectors should 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 would 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 would be provided recurrent training to maintain/upgrade the competency level and also for updating their

awareness to relevant regulations/developments etc. This training should be conducted at least once in two years.

**3.1.4** Specialized/Technical Training: (one-time courses taken any time – ongoing process): [CAA] should nominate Technical Staff/Inspectors for technical and developmental courses as applicable.

#### **4. INITIAL/ INDUCTION TRAINING**

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

Module-I should 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 should 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 should 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:

Level	Trainee
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 should 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.] should 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 should 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] should 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.] should 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.] should categorically list their priority requirements as ‘mandatory training’ in their training plan. The training plan of the CAA should 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 should be made available /planned. Approved training Calendar for the year should 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.] should 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 should be documented in his or her training file. Technical Staff/Inspectors who complete a formal external or in-house training course would receive a Certificate of Completion to be added to their training file.

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