ICAO SAFETY

AIG Turnkey Project Session 4

Fernando Camargo

Regional Officer, Technical Assistance

September 2022

Objective

To assist Caribbean and Central American States in the area of AIG by:

a) Building/enhancing national capacity in accident and incident investigation;

b) Enabling the establishment/consolidation of Investigation Cooperative Mechanisms (ICMs); and

c) Enabling the future adoption of a RAIO approach

Agenda

- Training Plan
- Periodic Training Plan
- Training Implementation Records

Training Records

6.129 Has investigation authority established and implemented a system for the maintenance of training records for its technical personnel, including records on the OJT received?

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Key elements:

1. System
2. Maintenance
3. Training records
4. OJT received

6.129 Has investigation authority established and implemented a system for the maintenance of training records for its technical personnel, including records on the OJT received?

System:

- System: a set of principles or procedures according to which something is done; an organized framework or method
- Includes written instruction, procedure and/or requirement for the establishment and maintenance of training records

6.129 Has investigation authority established and implemented a system for the maintenance of training records for its technical personnel, including records on the OJT received?

Maintenance:

- Training records being systematically retained
- Easily accessible
- Numbered pages + index

6.129 Has investigation authority established and implemented a system for the maintenance of training records for its technical personnel, including records on the OJT received?

Training records:

- Not only certificates of attendance but also information on the course content
- OJT:
  - details on the training activities performed and their outcome
  - Shall reflect observation, performance of tasks under supervision and final
  - assessments

ICAO references

GM
Doc 9962 4.3.4
Cir 298

4.3 INVESTIGATOR TRAINING

DOC 9962

4.3.4 The IDP contains the basic requirements of knowledge, skills and abilities that each person either must possess when hired, or must gain through a structured Training Plan. The IDP also provides a tool to manage and plan each person's training, including a means to project an annual training budget. Further, the IDP can be used to document the necessary steps to be taken for a person to be promoted to higher levels of responsibility, such as from the position of Operations Investigator to Investigator-in-charge. The completed IDP for each person becomes his or her training record, and it is filed along with supporting materials such as certificates and other records of training and experience.

Training Plan

DOC 9962

Appendix E

Individual Development Plan

Individual Development Plan — Aircraft Accident Investigator

Investigator name:

Title (operations/engineering/ATC/survival factors/etc.):

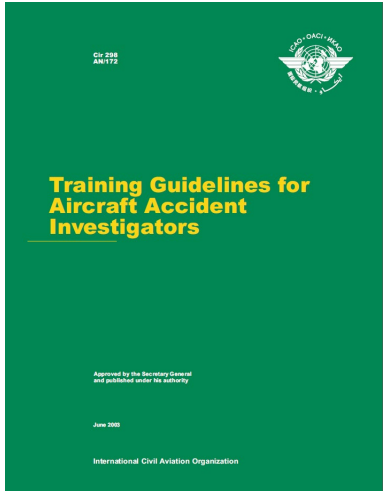
Grade or position:

Supervisor name:

Knowledge, skills and experience	*Source /course*	*Date obtained*	*Date of practical experience*	*Date scheduled for training*	*Remarks (No. of years, grades, etc.)*
Initial response procedures					
On-call procedures					
Notification of other national authorities and organizations					
Securing of records, recordings and samples					
Accident site jurisdiction and security					
Investigator safety — biological hazard training and equipment					
Investigator safety, including psychological stress familiarization					
Recovery of human remains					
Requests for autopsies					
Family assistance					
Investigation procedures					
Authority and responsibilities					
Size and scope of the investigation					
Investigation management (group chairman and IIC) — on-scene domestic and overseas					
Use of specialists					

Training Guidelines for Aircraft Accident Investigators

CIR 298



The circular discusses the experience and employment background required for training as an aircraft accident investigator. It also outlines the progressive training that is considered necessary to qualify a person for the various investigation roles, including appointment as the investigator-in-charge of an investigation into a major accident involving a large transport category aircraft. ICAO acknowledges that training guidelines are evolutionary in nature and may need to be updated periodically

Training Plan

Training Guidelines for Aircraft Accident Investigators

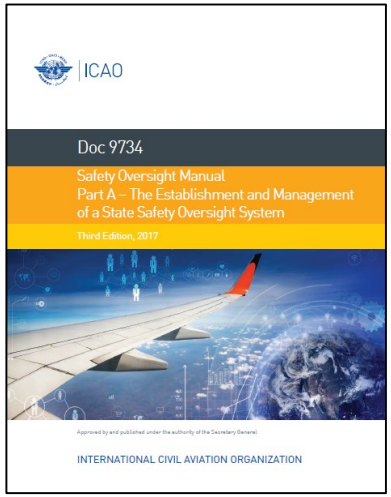
CIR 298

The circular discusses th… und required f… nes … a … ppointment as … gation into a major accident … category aircraft. ICAO acknowledges that … delines are evolutionary in nature and may need to be updated periodically

The Circular doesn't address the maintenance of training records

Not included in the Reference, but relevant for the PQ

DOC 9734
(PART A, C3)



Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

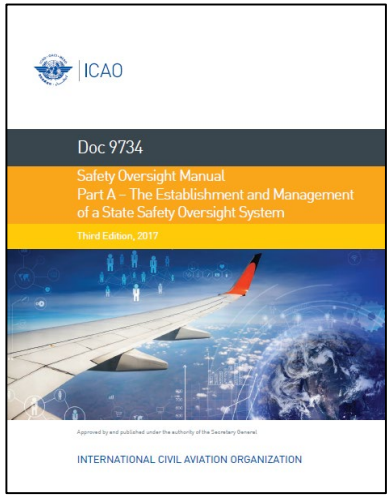
…

3.4.2 Training of technical personnel

3.4.2.7 Technical personnel should satisfactorily complete OJT before being assigned to investigation-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.

Not included in the Reference, but relevant for the PQ

DOC 9734
(PART A, C3)



Chapter 3

CRITICAL ELEMENTS OF A STATE SAFETY OVERSIGHT SYSTEM

…

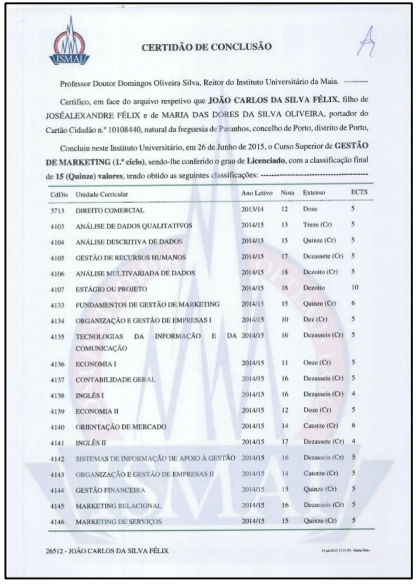
3.4.2 Training of technical personnel

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.

Training Records

- Courses:
  - Not only certificates
  - Must have information about the content provided

+



CERTIDÃO DE CONCLUSÃO

Professor Doutor Domingos Oliveira Silva, Reitor do Instituto Universitário da Maia, ----------

Certifico, em face do arquivo respetivo que **JOÃO CARLOS DA SILVA FÉLIX**, filho de JOSÉALEXANDRE FÉLIX e de MARIA DAS DORES DA SILVA OLIVEIRA, portador do Cartão Cidadão n.º 10108440, natural da freguesia de Paranhos, concelho de Porto, distrito de Porto,

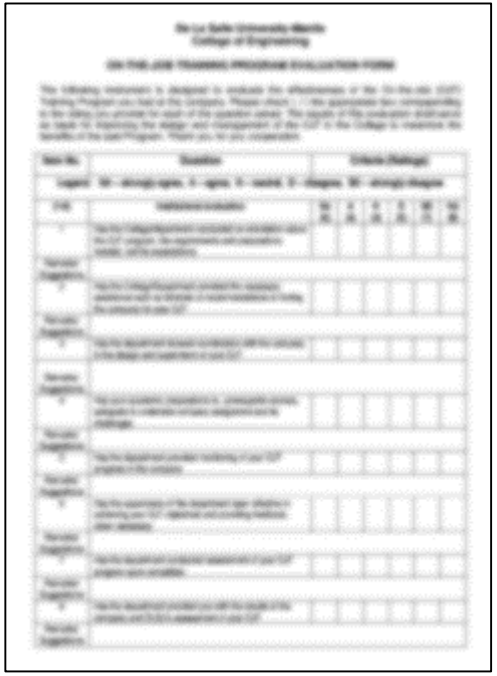
Concluiu neste Instituto Universitário, em 26 de Junho de 2015, o Curso Superior de **GESTÃO DE MARKETING (1.º ciclo)**, sendo-lhe conferido o grau de **Licenciado**, com a classificação final de **15 (Quinze) valores**, tendo obtido as seguintes classificações: ----------

CdDis	Unidade Curricular	Ano Letivo	Nota	Extenso	ECTS
3713	DIREITO COMERCIAL	2013/14	12	Doze	5
4103	ANÁLISE DE DADOS QUALITATIVOS	2014/15	13	Treze (Cr)	5
4104	ANÁLISE DESCRITIVA DE DADOS	2014/15	15	Quinze (Cr)	5
4105	GESTÃO DE RECURSOS HUMANOS	2014/15	17	Dezassete (Cr)	5
4106	ANÁLISE MULTIVARIADA DE DADOS	2014/15	18	Dezoito (Cr)	5
4107	ESTÁGIO OU PROJETO	2014/15	18	Dezoito	10
4133	FUNDAMENTOS DE GESTÃO DE MARKETING	2014/15	15	Quinze (Cr)	6
4134	ORGANIZAÇÃO E GESTÃO DE EMPRESAS I	2014/15	10	Dez (Cr)	5
4135	TECNOLOGIAS DA INFORMAÇÃO E DA COMUNICAÇÃO	2014/15	16	Dezasseis (Cr)	5
4136	ECONOMIA I	2014/15	11	Onze (Cr)	5
4137	CONTABILIDADE GERAL	2014/15	16	Dezasseis (Cr)	5
4138	INGLÊS I	2014/15	16	Dezasseis (Cr)	4
4139	ECONOMIA II	2014/15	12	Doze (Cr)	5
4140	ORIENTAÇÃO DE MERCADO	2014/15	14	Catorze (Cr)	6
4141	INGLÊS II	2014/15	17	Dezassete (Cr)	4
4142	SISTEMAS DE INFORMAÇÃO DE APOIO À GESTÃO	2014/15	16	Dezasseis (Cr)	5
4143	ORGANIZAÇÃO E GESTÃO DE EMPRESAS II	2014/15	14	Catorze (Cr)	5
4144	GESTÃO FINANCEIRA	2014/15	15	Quinze (Cr)	5
4145	MARKETING RELACIONAL	2014/15	16	Dezasseis (Cr)	5
4146	MARKETING DE SERVIÇOS	2014/15	15	Quinze (Cr)	5

26512 - JOÃO CARLOS DA SILVA FÉLIX

Training Records

- OJT
  - Description of tasks performed
  - Assessment of performance



List of the tasks to be carried-out by the trainee

ON-THE-JOB TRAINING ASSESSMENT FORM 1

TRAINEE:	DATE:

PROCESS: Lorem ipsum dolor sit amet

	TASKS	GRADE
Task 1	Consectetuer adipiscing elit. Aenean commodo	
Task 2	Ligula eget dolor. Aenean massa	
Task 3	Cum sociis natoque penatibus et magnis dis parturient montes	
Task 4	Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa	
Task 5	Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu	
Task 6	Nullam dictum felis eu pede mollis pretium. Integer tincidunt	
Task 7	Cras dapibus. Vivamus elementum semper nisi	
Task 8	Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim	

PERFORMANCE ASSESSMENT

INSTRUCTOR NAME

Fields to record the grades for each task

Field for the instructor to record the assessment of the trainee's performance

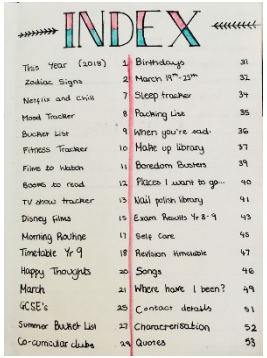
System for the Maintenance of Training Records

- Hard copies:
  - Documents organized in a safe environment (e.g. folders, boxes, electronic systems, etc.)

Imagem: Google

System for the Maintenance of Training Records

- Hard copies:
  - Numbered pages and index to allow easy access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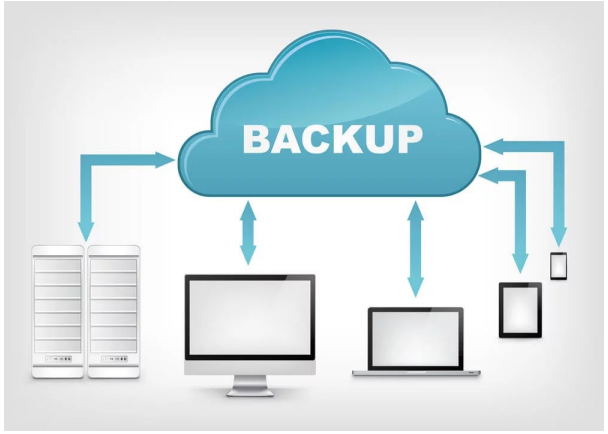
System for the Maintenance of Training Records

- Soft copies:
  - Documents organized in folders with security protection

System for the Maintenance of Training Records

- Soft copies:
  - Backup
  - Limited access



System for the Maintenance of Training Records

- Requires written procedure or guidance
- Have someone assign to this task
- In certain States, this files are kept with HR. In this case, copies of the file with the AIG unit are not considered the official system

ICAO

North American Central American and Caribbean (NACC) Office Mexico City
South American (SAM) Office Lima
ICAO Headquarters Montréal
Western and Central African (WACAF) Office Dakar
European and North Atlantic (EUR/NAT) Office Paris
Middle East (MID) Office Cairo
Eastern and Southern African (ESAF) Office Nairobi
Asia and Pacific (APAC) Sub-office Beijing
Asia and Pacific (APAC) Office Bangkok
THANK YOU