INTERNATIONAL CIVIL AVIATION ORGANISATION

WESTERN AND CENTRAL AFRICAN OFFICE

AFI SATELLITE NETWORK MANAGEMENT COMMITEE MEETING

(23RD MEETING)

Accra, Ghana 15 to 19 February 2016

Agenda Item 1: Follow up Conclusions and Decisions of SNMC/22nd meeting

Development of a training programme for maintenance Personnel

(Presented by Ghana Civil Aviation Authority)

SUMMARY
The purpose of this paper is to report to the meeting on the status of the common training document developed for ATSEPS in the AFI region in line with Decisions 22/02 SNMC held in Lome,Togo from the 14 - 19 December 2014.   Reference: SNMC 19 Report Decision 19/03   SNMC 20 Report Decision 20/02

1. INTRODUCTION

The SNMC/22 meeting held in Lome, Togo from 14-19 December, 2014 formulated Decision 22/02 Ghana to report on the coordination of the work of the task force on development of a common training programme for AFISNET maintenance personnel.

Decision 22/02: Finalization of the common training manual for AFISNET maintenance personnel.

That:
   a) The common training manual for Afisnet maintenance personnel finalized and presented by SNMC/22 and adopted as guidance for consideration by SNMC members for capacity building of the maintenance personnel.

2.0.   DISCUSSIONS

Following the SNMC 19 Report and the action required for Ghana to draw up a common training document to be adopted by Afisnet maintenance personnel and following the decision of that last SNMC 22, Ghana has since reviewed the training document which was presented under agenda item 1 WP/03 and adopted as its training document and guidance material for the maintenance personne in GCAA. The training document and the licensing of the ATSEP is a law in Ghana passed by the Ghana Parliament under LI 2002.

1. **Eligibility**:

To be eligible for the grant of an ATSEP License, as required by Clause 3.subsection 1.b of the Ghana Civil Aviation Act (Act 678), a person shall:

a)   Be at least 18 years of age;

b)   Provide a medical certificate of fitness showing he is physically fit and there is no evidence of alcoholism and narcotic use or addiction;

c)   Possess a minimum of Senior Secondary School Certificate or equivalent Technical qualification specialized in Electrical/Electronics/Telecommunications

d)   Comply with the knowledge, experience and competency requirements for the category and ratings sought, and

e)   Sit and pass all prescribed tests in an Approved Training Organization (ATO), local or overseas, for the licence and ratings sought in not more than 3 attempts within a 12 month period.

1)   Ratings issued:

1)   Communications

1)   Navigational aids

1)   Surveillance

1)   Power systems

1)   ATSEP Instructor's rating (*ATSEP Train-The-Trainer, Examination Assessor)*

The following systems are issued with a license:

a) **Communications** (*Voice Comms VHF/HF RADIOS/VCCS/Voice Recorders*), (*DATA Comms/ATN/AMHS/AFTN/CPDLC data links*), (*Comms Satellite systems incl. IBS/VSAT/*), Microwave/Fibre optics, digital/analogue techniques, PABX, ATIS

b) **Navigational Aids** *(VOR/DME), (NDB/Loc. Bcn), (ILS Loc/ILS GS*.), (GNSS/ Augmentation Systems)

c) **Surveillance** *(PSR), (SSR), (Mode S/ADS-B/ADS-C/WAMLAT.)*

d) **Power/Safety-Electro Mechanical Systems** (*Gensets/UPS), (Cooling Systems), (Solar Power systems), Airfield Ground Lighting(AGL)*

e) **Flight and Ground Radio Navigational Aids calibration** *(Calibration Console), (Radio Telemetry/Theodolite GPS), (Avionics)*

f) **Meteorology (**AWOS)

g) **Any other facilities/equipment/systems/technologies as may be introduced in future for CNS/ATM**

2) **Requirements for the issue of License:**

1) **An applicant for the issue of ATSEP Licence shall**:

(i) Be at least 18 years old

(ii*)* Have the requisite knowledge

(iii) Pass the GCAA written and oral exams for ATSEP Licensing

1) **An applicant for the issue of an appropriate ATSEP rating** shall:

i) comply with the requirements prescribed in RR 25.3 (b) and

ii) pass the 26 weeks on- the- job proficiency checkout/examinations in the appropriate rating field sought under a GCAA approved or designated supervisor

3) **Requirements for the issue of ATSEP Ratings:**

1) An applicant for the issue of ATSEP rating shall comply with the requirements prescribed in RR 25.3.b. (a)

2) An applicant for the issue of appropriate rating shall comply with the requirements prescribed in RR 25.3.b. (b) *and (c)*

3) Comply with the requirements of 3 b. (ii) above.

4) Training

The applicant should have completed a course of training appropriate to the privileges to be granted. The stages to be completed in order to meet the licensing requirements for becoming an ATSEP are described by the illustration in Figure 1 below.
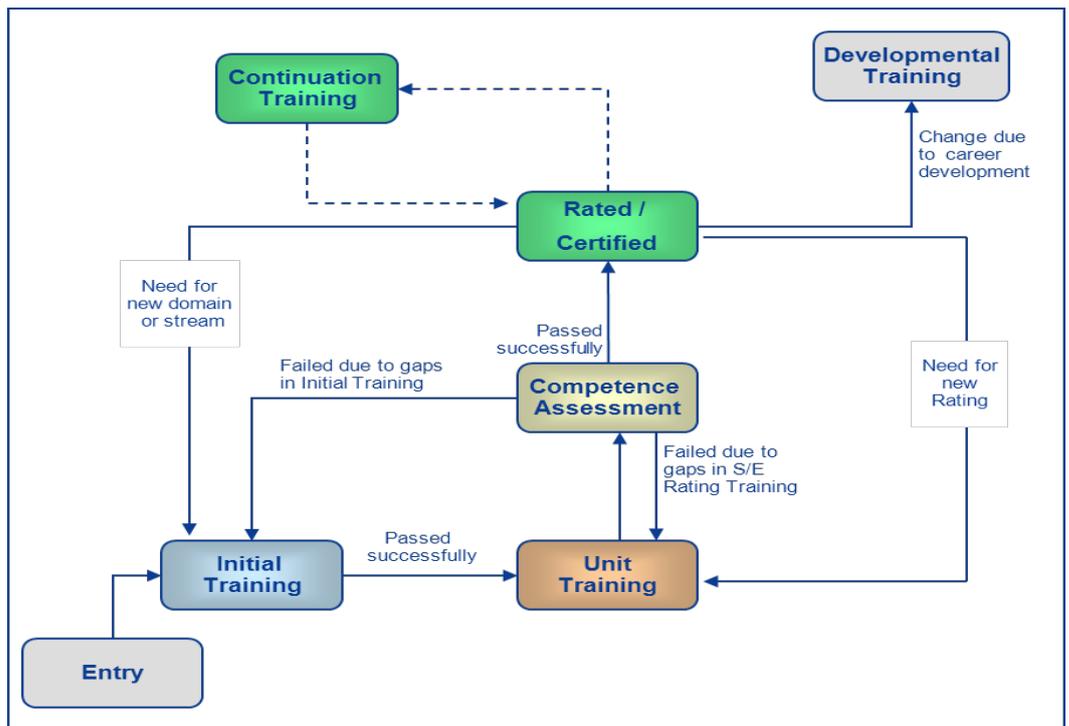

Figure 1 - ATSEP Licensing Scheme

This is based on the guidelines in the Training Manual for Air Traffic Safety Electronics Personnel, ICAO Doc 7192-AN/857, Part E-2.
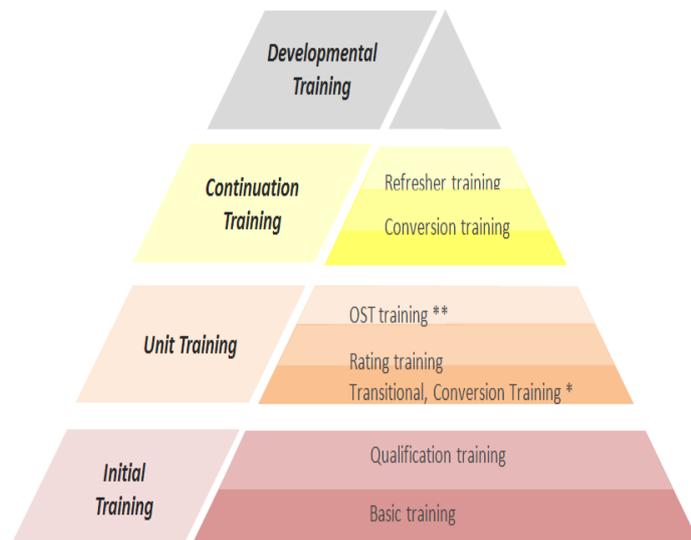
Figure 2: Phases of ATSEP Licensing Training

OST - On Site Training

OJT - On the Job Training

5) Skill

The applicant shall demonstrate the practical ability to perform all functions applicable to the privileges to be granted

6) Privileges and Limitations:

3) The privileges of a holder of an ATSEP license comprises certification of Air Traffic Control system/equipment including relevant software for operational use by Air Traffic Controllers and, Air Traffic Control equipment operators following installation, inspection, calibration, repair or modification of Air Traffic Control system or equipment.

3) The privileges of the holder of an ATSEP license as prescribed in paragraph (a) above shall be exercised only in respect of:

a) Air Traffic Control systems or equipment rating as entered in the license, provided that the license holder is familiar with all relevant information relating to the maintenance work for which the holder is signing a maintenance certificate or such ATS electronics software which the license holder is certifying for operational use, on condition that within the preceding 24 months, the license holder has either had previous experience in the inspection, validation or maintenance of Air Traffic Control systems/equipment, associated power systems or components including software thereof.

3) Only an ATSEP license holder, with appropriate ratings, can certify maintenance work carried out, or return of faulty equipment to operational status.

3) No ATSEP license holder shall act as an Instructor unless he has been properly trained to do so and authorized by the Authority

7) Medical Fitness:

An ATSEP license holder shall not exercise the privileges of the license if it is known that physical or mental conditions render him unfit to exercise such privilege.

8) Revocation, suspension or Limitation of Licence:

The Authority may, on reasonable grounds after due enquiry, revoke, suspend or vary an ATSEP license if the Authority is not satisfied that the holder is fit and the proper person to hold such license or is in violation of any of the applicable provisions of these regulations.

(10) **Validity:** The ATSEP license shall be valid for a period of 36 months

(11) **Renewal/Inclusion of licence**

The ATSEP license holder shall apply for renewal of his license at least three (3) months before the expiry date of his license. Inclusion of new ratings shall be processed as at and when due, upon application.

(12) **Currency**

The currency of the license is limited to 12 months in accordance with the date on which the medical assessment expires. The renewal procedure is done each time the currency ends.

(13) **Recurrent training**

A holder of an ATSEP license shall undergo a recurrency training once in every 12 -months. The recurrency training is designed to review, reinforce or upgrade existing knowledge and skills, including team spirit.

(14) **Maintenance of Competency**

A holder of an ATSEP license shall maintain a proficiency check log book in the category of competence in the CNS/ATM domain. The Supervisor shall ensure that the ATSEP can demonstrate competence in fault diagnosis and restoration of the system(s) under his/her watch.

(15) **Renewal of Lapsed licence**

A holder of a lapsed license must show evidence of pass of 8 weeks abridged ATSEP License course which includes Air Law and Regulation at the GCAA Engineering Training School, or any ATO; undergo a six weeks OJT training at a Field Operational facility under supervision; pass a medical examination and undergo both oral and written examination at the GCAA before the lapsed license is renewed

(16)   **Validation, Conversion of Foreign licenses**

Any foreign license shall be converted upon GCAA having inspected the license, requisite certificates and transcripts and having satisfied itself that they are genuine and are coming from a recognized ATO. Where doubts exist, the applicant may be asked to undergo some examinations again to satisfy whichever requirement may have been identified before the conversion is done

3. ACTION BY MEETING

The meeting is invited to:

1. Take note of the above report.

2. Consider and review if necessary for use as a single document for AFISNET maintenance personnel