



ICAO UNITING AVIATION

NO COUNTRY LEFT BEHIND



Investigators training organization





Why?

- Investigators must be highly qualified as:
 1. Aviation technologies (including the most recent ones) specialist
 2. investigators,
 3. investigation manager
 4. diplomat
 5. Professional writer
 6. Etc.



Why?

Investigation management qualifications

1. Knowledge of concerned aviation technologies or operational aspects
2. Aircraft accident investigation techniques
3. Team management
4. Relations with numerous State authorities and private organizations
5. International relations
6. Communication, Reports writing
7. Etc.



Why?

Investigation management qualifications

- Do you know anyone having all these qualifications prior to joining an AIA?

- Solution : SUPERMAN?

Extensive training specific to each investigator



Training system

- Training policy
- Training program
- Training plans
- Trainings follow-up system (process, files, records, link with training program and plans)



Training policy

- **High level** document including a strong **commitment** of the Authority (AIA chief or above) to provide staf with **all** appropriate trainings, including **initial, OJT, specialized and recurrent trainings.**
- Usually, it is a document of less than one page, signed by the Responsible Person.



Example of training policy

ЗАЯВА

Завдання та практична робота, пов'язані з забезпеченням безпеки авіації, є процесом, який зокрема включає, проведення аудитів та інспекцій, здійснення необхідного аналізу, контроль виконання положень законодавства в галузі цивільної авіації та потребує залучення висококваліфікованого персоналу на різних етапах даного процесу.

Беручи до уваги зобов'язання України щодо імплементації стандартів та рекомендованої практики ICAO, функцій з нагляду за безпекою авіації, підготовки та розвитку висококваліфікованого персоналу з метою забезпечення безпеки авіації, гарантую:

- забезпечення достатніх фінансових та людських ресурсів для здійснення необхідної початкової підготовки, навчання за місцем роботи, перепідготовки та підвищення кваліфікації державних інспекторів з авіаційного нагляду та працівників апарату Державіаслужби для виконання ними своїх посадових обов'язків;
- проведення зовнішнього та внутрішнього навчання персоналу Державіаслужби у відповідності з програмами підготовки за напрямками діяльності;
- участь персоналу Державіаслужби у конференціях, семінарах та заходах щодо надбання практичного досвіду;
- взаємодію з міжнародними організаціями та суб'єктами авіаційної діяльності з питань підготовки та підвищення кваліфікації персоналу.

Голова Державіаслужби

О.В. Більчук



Example of training policy

- *(automatic translation)*

STATEMENT

Tasks and practical work related to the safety of aviation are a process that includes, including audits and inspections, necessary analysis, monitoring compliance with civil aviation legislation and requires the involvement of highly skilled personnel at various stages of the process. Taking into account State's commitment to implementing the standards and recommended practices of ICAO, the functions of overseeing aviation safety, training and development of highly qualified personnel in order to ensure aviation safety, I guarantee:

D provision of sufficient financial and human resources to carry out the necessary initial training, On the Job training, recurrent and advanced training of state aviation inspectors and staff of the CAA to perform their official duties;

D conducting external and internal training of the CAA personnel in accordance with the training programs in the areas of activity;

D participation of the CAA personnel in conferences, seminars and practical experience;

D interaction with international organizations and subjects of aviation activity in the field of training and advanced training of personnel.

Signed by the CAA Director General



Training program, definition and content

- The training program is a document describing in details the trainings for the different technical staff positions of the organization.
- The training programme should include all the training required for the incumbent of the position to acquire (= to qualify) 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.



Training program

- Address AIA activities and State specificities
- Be as precise as possible;
- Establish a timeframe or deadlines for the different trainings
- Ensure that the training program is customized to your system, your activities, the State organization, culture, and territory specificities



Training program

- Elements on the content of the training plan are described in
ICAO Circular 298
- (be careful as Reccurrent trainings are not explicitly mentionned in this document)



Training plans

- Definition : the training plan describes in details the trainings to be followed by each staff during a concerned period, implementing the training program.
- Training plan should
 - address each staff individually;
 - Ensure that training program is fulfilled
 - Identify priorities for the AIA;
 - Indicate deadlines for recurrent training, and initial trainings if applicable;
 - Indicate the available reference of each training (organization, location, dates or period, cost);
 - Not forget OJTs
- Training plan may cover one or several years, and should be updated on a yearly basis
- Training plan prioritizes the different trainings forecast



Training follow-up process

- Establish a formalized process for trainings follow up through appropriate records and periodic verification.
- To be efficient, include :
 - Records of the trainings including :
 - Training syllabus,
 - Certificate of completion and results of the assessment
 - Reference to the corresponding item(s) in the training plan and Training Program;
 - Synthesis of trainings followed by the person to fulfill the training program
 - Training plan with achievement indication



Training follow-up process

- The process must ensure that :
 - all elements are recorded
- AND
- Are periodically reviewed to ensure that :
 - The training plan is implemented as much as possible, respecting priorities, and
 - The training program is implemented



On the Job Training

- OJT are part of the investigators mandatory trainings;
- They shall be described in details in the training program
- They shall be explicitly mentioned in the training plans of the concerned staff (even if you cannot indicate a date for them)
- They must be performed under supervision



On the Job Training

- Should be performed at appropriate stage of training (to be defined in the training program)
- Should be performed with objectives, under supervision and with assessment
- Assessment should be performed using precise check lists and objective criteria
- OJT should lead to instructor's decision on the ability of the trainee to perform some investigation tasks



On the Job Training

- Most of the time it is good to have a first activity during which the trainee observes, and a second one during which he effectively perform the task
- Each investigation is different, and most of the time, does not allow to test the trainee on all aspects of an investigation
- There should be different OJTs before qualification as :
 - Inv. Team member
 - IIC small investigation
 - Large inv. Group team leader
 - Large inv. IIC
 - Accredited representative



On the Job Training records

- Records shall include :
 - Description
 - of the activity
 - Of the tasks performed by the trainee
 - Check lists used for assessment
 - Assessment
 - Final decision by instructor/assessor and/or by authorized person
- OJT shall be explicitly traced in the performed trainings list



Recurrent training

- Recurrent training shall be :
 - Systematic, and
 - periodic, with a frequency not exceeding a few years
- It may be divided in several sessions addressing different topics



Recurrent training

- It may address :
 - Updates of the A13, ICAO Docs, legislation, ...
 - Updates of the State organization (CAA, Justice, ...)
 - Update of AIA working procedures, manual, checklists, templates, ...
 - New equipment
 - New investigation technics, new technologies
 - Safety at the accident site
 - Feedback on recent investigations



QUESTIONS ?



- North American Central American and Caribbean (NACC) Office
Mexico City
- South American (SAM) Office
Lima
- ICAO Headquarters
Montreal**
- 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) Office
Bangkok

Thank You

