

APPENDIX A

REQUIREMENTS

FOR

**ICAO-ENDORSED GOVERNMENT SAFETY INSPECTOR
TRAINING CONDUCTED ON AN INTERNATIONAL BASIS**

21 October 2005

Editorial Note.— New text is highlighted with grey shading and deleted text is struck out.

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FOR
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1. INTRODUCTION

1.1 ICAO safety oversight assessments and audits have found that many States are experiencing difficulties with the implementation of ICAO safety oversight standards. A detailed problem analysis was carried out to ascertain the potential causes and solutions to the shortcomings found in many States to carry out their safety oversight responsibilities related to personnel licensing, aircraft operations and airworthiness. The analysis examined the symptoms and causes of the problems and made specific recommendations for solutions. This study found that there were both training and complementary non-training solutions.

1.2 As a result of these findings, a need was identified to establish training programmes that would provide Government Safety Inspectors, on a worldwide basis, with uniform skills and knowledge so that they may perform their jobs in a manner that is fully consistent with the Convention on International Civil Aviation and its Annexes. A wide range of training needs were identified. The following functions were identified as the highest priority for training:

- a) certification duties;
- b) surveillance duties;
- c) enforcement duties; and
- d) personnel licensing.

1.3 At present, there are few civil aviation training centres offering this type of training and the magnitude of the need is such that those that do are unable to meet the demand. It was concluded that the most effective and cost-efficient alternative to meet the need for safety oversight inspector training would be the development and global dissemination of material-dependent course materials prepared in accordance with the ICAO course development methodology. It was agreed that the development of the initial courses would initially be a collaborative effort between the United States FAA Academy and ICAO.

1.4 ~~After a preliminary identification of job duties, the development team agreed that the highest training priority should be placed on those duties related to the certification of an Air Operator (AOC) and Approved Maintenance Organization (AMO). Two were developed to train airworthiness and operations inspectors in these duties. Two additional were developed to prepare instructors to deliver the respective inspectors. The high priority training areas identified in section 1.2, above, will be developed as soon as possible. Furthermore, as the safety oversight programme is expanded to cover additional areas, it is expected that the number of will continue to expand.~~

1.5 ⁴ In order to meet the training demand for Government Safety Inspectors, the course materials will be have been distributed to States' aviation training centres that are endorsed by ICAO to teach the courses. Initially, ICAO will endorse a limited number of training centres to implement the courses on an international basis, with the objective of establishing standardized safety inspector training capabilities within each ICAO region. As the need expands for this type of training, the number of ICAO training centres endorsed to provide this training would grow correspondingly. Training centres that receive ICAO-endorsement to use the course materials to train Government Safety Inspectors will have the opportunity to expand their government safety oversight curricula as additional courses become available.

2. BASIC REQUIREMENTS

2.1 The ability of Government Safety Inspectors to perform their jobs in a uniform manner worldwide is considered important to flight safety. Thus the quality of their training should be of the highest possible level. The requirements as outlined in this document are intended to ensure a high-level of quality and standardization in the training of Government Safety Inspectors globally. Civil Aviation Authorities shall designate the training centres that could be considered by ICAO for endorsement to provide Government Safety Inspector training on an international basis. These training centres shall first be assessed by ICAO to determine their capability to conduct the Government Safety Inspectors' courses to the required quality standard. To retain ICAO-endorsement, training centres shall maintain compliance with the requirements and shall offer Government Safety Inspector training for international trainees on a regular basis. Monitoring the activities of the training centre will be conducted by ICAO in accordance with paragraph 9 of this document.

3. ORGANIZATIONAL REQUIREMENTS

3.1 The training centres' organizational structure shall be depicted in an up-to-date diagram that indicates both supervisory and functional lines of responsibility. The organizational structure will be reviewed during the initial assessment of the training centre to ensure that the structure is appropriate to the size, nature and scope of the training centres activities.

3.2 Job descriptions for each post indicated on the organizational diagram shall be available for review during the assessment. The job descriptions shall clearly indicate the qualifications, responsibilities and functions of each staff member within the training centre including those functions directly associated with GSI training. The job descriptions shall identify the managerial posts accountable for instructional standards, quality assurance and all administrative aspects of operating the training centre.

3.3 The training centre shall have a system to maintain the quality and standard of instruction. Training centre policies and operational procedures shall be documented. The document shall specify the quality assurance responsibilities of all training management and instructional staff. As a minimum this document shall describe the quality assurance procedures used in the following areas:

- a) training policy (operating rules and practices);
- b) course development;
- c) instructional delivery and scheduling;
- d) training aids maintenance and, if applicable, simulator maintenance;
- e) facility maintenance; and
- f) financial accounting.

3.4 The organizational structure needed to implement Government Safety Inspector training shall be incorporated as an institutional part of the training centre. The organizational diagram shall indicate how this would be accomplished.

3.5 If the training centre is involved in GSI course development or adaptation, it shall have course development capability that meets with ICAO methodological standards with at least one trained course developer who meets the competency standards established in the PANS-Training document for course developers (see Appendix A). The Course Developer shall belong to an institutional part of the training centre structure.

4. FACILITY REQUIREMENTS

4.1 Classrooms

4.1.1 The primary classroom shall be of sufficient size to comfortably accommodate up to 14 trainees desks arranged, preferably, in a “U” shape configuration. The classroom shall be no smaller than eighty square metres in size. Appendix E illustrates a preferred classroom configuration. **The size of the classroom may be reduced if a corresponding reduction in the number of trainees is made.**

4.1.2 The classroom lighting and window coverings shall be adjustable so that projected audio-visual aids may easily be viewed from all trainee positions in the classroom. Sufficient illumination for trainees to take notes shall be available when the lighting is reduced for projecting slides or overheads. A combination of incandescent lighting that may be dimmed through a rheostat and fluorescent lighting is recommended.

4.1.3 The primary classroom shall be equipped with a “white-board”, projection screen and large bulletin board. The audio-visual equipment requirements are specified in Section 4.1.7 below.

4.1.4 A minimum of two “breakout” rooms is required and shall be in close proximity to the primary classroom for syndicate work. The breakout rooms shall comfortably accommodate up to five people and shall be no smaller than 16 square metres each. Each breakout room shall be furnished with a meeting table that will accommodate up to five people. The table’s surface area shall be large enough to accommodate the course materials of up to five trainees. Each breakout room shall be equipped with a white-board and large bulletin board.

4.1.5 The heating, ventilation and air-conditioning system of the primary classroom and breakout rooms shall provide a comfortable working environment at all times. Each classroom and breakout room shall have individual thermostatic controls or means of adjusting room temperature. The noise level due to the heating, ventilation and air-conditioning system shall not interfere with normal class activities and be low enough that an instructor need not raise his/her voice in order for any trainee in the classroom or breakout rooms to hear the instructor. The capacity of the system shall be appropriate for the size of classroom, variations in outside temperature, lighting conditions and maximum number of people that will be in the classroom.

4.1.6 Classrooms and breakout rooms shall have:

- a) standardized electrical installations for the use of computer equipment and projection equipment (with sufficient outlets);
- b) high quality walls and windows providing good thermal and sound insulation. The sound insulation shall be sufficient so that outside noise or noise from adjacent classrooms will not interfere with instructional activities in the primary classroom and breakout rooms; and
- c) high quality paint and floor coverings. Carpeted floors are recommended, as they effectively absorb noise generated in a classroom.

4.1.7 The primary classroom shall be equipped with the following audio-visual equipment:

- a) one computer capable of displaying all electronic documents, **DVD videos** or presentations that are part of the **course materials**;
- b) presentation system/data projector (i.e. system capable of projecting presentation graphics);

~~c) one large screen multi standard colour TV monitor (Note: a presentation system that can project a video signal from a multi standard VHS player may be substituted for the large screen colour TV);~~

~~—one multi standard VHS player;~~

c) one projection screen (125cm X 125cm minimum);

~~—one conventional overhead projector; and~~

g) d) two laser pointers.

4.1.8 The classroom and breakout room facilities, as well as the audio-visual equipment requirements are subject to change as additional courses are prepared.

4.2 Trainee Desks

4.2.1 The trainee desks shall be large enough to accommodate the trainee materials used during the course. A minimum desk size of 160 centimeters by 80 centimeters is recommended. All furniture shall be of good quality. Seating in both the classroom and breakout rooms shall have sufficient padding to allow trainees to be comfortably seated for extended periods of time (i.e. 2 to 3 hours).

4.2.2 The participants' work station requirements are subject to change as additional courses are prepared.

4.3 Instructor Offices

4.3.1 Office space for the instructors shall be provided in close proximity to the primary classroom. The office shall accommodate at least two instructors. Each instructor shall be provided with their own desk and sufficient working space to allow them to prepare course materials. The office shall be large enough to accommodate the instructor workstations, bookcases and files. The office space shall provide a minimum of ten square metres per instructor. Each workstation shall be equipped with a computer capable of displaying and modifying all electronic documents and graphics that are a part of the course materials. At least one computer shall have Internet and e-mail access.

4.3.2 Instructors shall also have access to the following equipment:

- a) a good quality, high speed copy machine;
- b) a facsimile; and
- c) a flat-bed colour scanner.

4.4 Accommodations

4.4.1 Each training centre endorsed by ICAO to conduct the Government Safety Inspector courses on an international basis shall have either an on-site hostel/hotel or hotel accommodations that are in close proximity to the training centre and are reasonably priced. If an on-site hostel/hotel is not available, the training centre shall provide local transportation or suitable public transportation shall be available. On-site or off-site accommodations shall be equivalent to at least the local standards for a two or three star hotel. Rooms shall accommodate no more than two persons each. Each room shall have private toilet facilities. Rooms shall be of sufficient size to accommodate a desk for each trainee when sharing a room.

4.4.2 A cafeteria or catering service shall be available at the training centre or easily accessible to the training centre for coffee/tea and lunch breaks. Trainees shall have convenient access to banking facilities.

5. COURSE MATERIALS

5.1 Government Safety Inspector courses s- will be provided, through ICAO, only to training centres that have met the requirements outlined in this document and have been endorsed by ICAO to teach the courses on an international basis. ICAO shall provide electronic master copies of Government Safety Inspector courses s to training centres through the ICAO secure website.

5.2 ICAO-endorsed training centres that adapt, translate and develop GSI courses s to regional requirements shall comply with ICAO course development methodological standards as specified in the PANS-Training document. To ensure compliance with International Standards and Recommended Practices and the ICAO methodological standards, ICAO will review new and adapted courses that will be used for training on an international basis.

6. INSTRUCTOR REQUIREMENTS

6.1 Two instructors are required for each class; an instructor and an assistant. ICAO will maintain a register of qualified instructors.

6.1.1 The requirements for instructors and assistant instructors of the Government Safety courses are listed in the table below:

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|--|--|---|
| <p>Government Safety Inspector , Operations – Air Operator Certification</p> | <ul style="list-style-type: none"> • Three years of experience as an Operations inspector • Successful completion of Government Safety Inspector, Operations – Air Operator Certification • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as an Operations Inspector for at least three months each calendar year; or ○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none"> • One year of experience as an Operations inspector • Successful completion of Government Safety Inspector, Operations – Air Operator Certification • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as an Operations Inspector for at least three months each calendar year; or ○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|---|--|---|
| <p>Government Safety Inspector, Operations – Air Operator and Approved Maintenance Organization Certification</p> | <ul style="list-style-type: none">• Three years of experience as an Airworthiness inspector• Successful completion of Government Safety Inspector, Operations – Air Operator and Approved Maintenance Organization Certification• Successful completion of training programme for instructors• Maintain currency:<ul style="list-style-type: none">○ by working as an Airworthiness Inspector for at least three months each calendar year; or○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year• Keep pace with regulatory changes and developments in their technical field of expertise• Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none">• One year of experience as an Airworthiness inspector• Successful completion of Government Safety Inspector, Operations – Air Operator and Approved Maintenance Organization Certification• Successful completion of training programme for instructors• Maintain currency:<ul style="list-style-type: none">○ by working as an Airworthiness Inspector for at least three months each calendar year; or○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year• Keep pace with regulatory changes and developments in their technical field of expertise• Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|--|---|---|
| <p>Government Safety Inspector, Operations – Flight Crew Licensing</p> | <ul style="list-style-type: none"> • ... of experience as an Operations inspector and flight crew examiner • Successful completion of Government Safety Inspector Operations – Flight Crew Licensing • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as a flight engineer for at least three months each calendar year; or ○ by providing on-the-job training to new examiners in all areas under his or her responsibility and for two complete on-the-job training cycles per year. • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none"> • ... of experience as an Operations inspector and flight crew examiner • Successful completion of Government Safety Inspector Operations – Flight Crew Licensing • Successful completion of training programme for instructors • Maintain currency <ul style="list-style-type: none"> ○ by working as a flight examiner for at least three months each calendar year ; or ○ by providing on-the-job training to new examiners in all areas under his or her responsibility and for two complete on-the-job training cycles per year. • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|--|--|--|
| Government Safety Personnel – Personnel Licensing Officers/Staff | <ul style="list-style-type: none">• ...years of experience as a personnel licensing officer/staff• Successful completion of Government Safety Personnel – Personnel Licensing Officers/Staff• Successful completion of training programme for instructors• Maintain currency• Keep pace with regulatory changes• Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none">• ...years of experience as a personnel licensing officer/staff• Successful completion of Government Safety Personnel – Personnel Licensing Officers/Staff• Successful completion of training programme for instructors• Maintain currency• Keep pace with regulatory changes• Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|---|--|--|
| <p>Government Safety Personnel – Personnel Licensing Officers/Staff/Medical Examiners</p> | <ul style="list-style-type: none"> • ...years of experience as a personnel licensing examiner • Successful completion of Government Safety Personnel – Personnel Licensing Officers/Staff/Examiners • Successful completion of training programme for instructors • Maintain currency • Keep pace with regulatory changes • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none"> • ...years of experience as a personnel licensing examiner • Successful completion of Government Safety Personnel – Personnel Licensing Officers/Staff/Examiners • Successful completion of training programme for instructors • Maintain currency • Keep pace with regulatory changes • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|---|---|---|
| <p>Government Safety Inspector, Operations – Approved Training Organization Certification</p> | <ul style="list-style-type: none"> • Three years of experience as an Operations inspector. • Successful completion of Government Safety Inspector Operations – Approved Training Organization Certification • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as an Operations Inspector for at least three months each calendar year; or ○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year. • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none"> • Three years of experience as an Operations. Successful completion of Government Safety Inspector Operations – Approved Training Organization Certification • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as an Operations Inspector for at least three months each calendar year; or ○ or by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year. • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|--|---|--|
| <p>Government Safety Inspector, Airworthiness – Approved Training Organization Certification</p> | <ul style="list-style-type: none"> • Three years of experience as an Airworthiness inspector • Successful completion of Government Safety Inspector, Airworthiness – Approved Training Organization Certification • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as an Airworthiness Inspector for at least three months each calendar year; or ○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO | <ul style="list-style-type: none"> • Three years of experience as an Airworthiness inspector • Successful completion of Government Safety Inspector, Airworthiness – Approved Training Organization Certification • Successful completion of training programme for instructors • Maintain currency: <ul style="list-style-type: none"> ○ by working as an Airworthiness Inspector for at least three months each calendar year ; or ○ by providing on-the-job training to new inspectors in all areas under his or her responsibility and for two complete on-the-job training cycles per year • Keep pace with regulatory changes and developments in their technical field of expertise • Attend yearly recurrent training to ensure that they are able to keep pace with changes. If suitable recurrent training is not available, an alternative method that would achieve the same objective shall be established by the Civil Aviation Authority and reviewed for acceptance by ICAO |

| GSI Courses | Instructor Requirements | Assistant Instructor Requirements |
|--|--------------------------------|--|
| Government Safety Inspector, Operations – Surveillance | To be determined | To be determined |
| Government Safety Inspector, Airworthiness – Surveillance | To be determined | To be determined |

6.2 Training centres endorsed by ICAO to teach Government Safety Inspector courses on an international basis shall have a formal system to evaluate instructors. ICAO will review the instructor evaluation system during the initial ICAO assessment and on a periodic basis. Government Safety Inspector instructors shall be evaluated on at least a yearly basis. ICAO will be granted access to the instructors' evaluation reports, on a confidential basis, during regular follow-up assessments.

6.3 The results of each trainee's performance on all end-of-module tests, including those of the instructor training programme, will be kept on file by the training centre. These records will be made available for review by ICAO during regular follow-up missions.

6.4 Trainees will complete end-of-module and course opinion questionnaires during and after each implementation of a course. The opinion questionnaires will be kept on file and made available for review by ICAO.

7. SUPPORT REQUIREMENTS

7.1 Clerical Support

7.1.1 A substantial number of documents will need to be reproduced both prior to and during the implementation of each course. There shall be a sufficient amount of clerical support (secretaries or assistant instructors) to support the document reproduction needs.

7.1.2 Sufficient clerical support will be provided to support the following record keeping requirements:

- a) trainee records including trainee test results on all end-of-module tests;
- b) end-of-module and course opinion questionnaires; and
- c) instructor records, including instructor evaluation reports.

7.2 Administrative Support

7.2.1 Administrative support will be required during an international course to assist participants in their travel arrangements, accommodations and fellowship/scholarship details, if applicable. In addition, at least three months prior to the conduct of a course that is available for international participation, an information sheet shall be sent by facsimile to all interested States giving the details shown in the example (see sample provided at Appendix B).

8. ASSESSMENTS

8.1 As prerequisite to endorsement, ICAO will conduct an initial assessment of the capability of a training centre to meet the requirements, as specified in this document. Chief, **Flight Safety Standards and Systems** Section shall designate the Officer who will conduct the assessment. The training centre receiving the initial assessment or the Civil Aviation Authority, as applicable, shall meet transportation and living expenses. ICAO will invoice the training centre or Civil Aviation Authority, as appropriate, for the transportation, terminal expenses and daily subsistence allowances. Charges for transportation, terminal expenses and daily subsistence allowance will be in accordance with ICAO's Staff Rules and United Nations daily subsistence allowance rates.

8.2 The initial assessment mission will be four working days in duration. This document sets forth the criteria for initial assessments, as well as the terms of reference. The terms of reference for an initial assessment are outlined in Appendix C.

8.3 A confidential report outlining the findings of the initial assessment will be forwarded to the assessed centre and/or Civil Aviation Authority, within 28 **working** days of the last day of the mission. To obtain an ICAO-endorsement of a training centre to teach Government Safety Inspector **courses** on an international basis, all of the requirements specified in this document should be met during the initial assessment, with the exception of renovations to existing facilities, procurement of equipment that may be needed to meet the facilities and equipment/audio-visual aids requirements and instructor training. A work plan will be drafted during the assessment that will specify the work to be completed, equipment to be procured, training to be completed and the agreed upon time frames for completion. The work plan will become an integral part of the initial assessment report and will be included in the letter of application for endorsement (see section 12.3 below).

9. MONITORING

9.1 ICAO shall monitor the results of each Government Safety Inspector's course conducted on an international basis. Training centres conducting the Government Safety Inspector **courses** on an international basis shall prepare and forward a report that details the following:

- a) the results of the trainee performance in all end-of-module tests;
- b) copies of all end-of-module and course opinion questionnaires;
- c) a short narrative describing the conduct of **each module of** the course, indicating any problems encountered; and
- d) a list providing the full names of all participants and contact information for each trainee **and instructor**.

9.2 **ICAO or its designated assessor will assess** training centres to ensure that the requirements, as outlined in this document, continue to be met and that the training centre maintains the standards of quality required. Follow-up assessments will be conducted at least every **three** years, or more frequently if deemed

necessary by ICAO. The quality level of the course will be assessed based upon direct observation of a course, trainee performance, instructor evaluations, trainee opinion questionnaires and a review of the training centre facilities. The follow-up assessment will be carried out during a ~~three to five~~ four day mission. The terms of reference for a follow-up assessment are at Appendix D to this document.

9.3 Transportation, terminal expenses and daily subsistence allowances shall be met by the training centre or Civil Aviation Authority, as appropriate, for the follow-up assessment, ICAO or the organization of the ICAO designated assessor will invoice the training centre or Civil Aviation Authority, as appropriate, for the transportation, terminal expenses and daily subsistence allowances under the conditions specified in the bilateral agreement. The charges for the transportation, terminal expenses and daily subsistence allowance will be in accordance with ICAO's Staff Rules and United Nations daily subsistence allowance rates.

9.4 The follow-up mission will be timed so that the ICAO officer or ICAO designated assessor conducting the assessment may observe a part of a Government Safety Inspectors course as it is being conducted. Trainee performance records, opinion questionnaires and instructor evaluations will be made available for the ICAO officer for review.

9.5 A confidential report of the follow-up assessment will be forwarded to the training centre and/or Civil Aviation Authority within 28 working days of the last day of the mission. ICAO will withdraw its endorsement to conduct Government Safety Inspector training on an international basis if a training centre does not continue to meet the requirements outlined in this document, including the conduct of follow-up assessments, provided the training centre has been given notice of the deficiencies, a reasonable time frame to rectify the said deficiencies, as determined by ICAO in consultation with the Civil Aviation Authority, and has failed to do so with due diligence. ICAO, in its decision to withdraw its endorsement, will take into account programmes that have already commenced by the training centre with a view to minimizing the disruption and inconvenience caused to the participants. A training centre may retain or regain, as applicable, ICAO-endorsement by providing substantiation, acceptable to ICAO, that the deficiencies were corrected. A re-assessment would be required to regain ICAO-endorsement if a training centre were unable to provide such substantiation. The training centre or Civil Aviation Authority, as appropriate, shall meet transportation and living expenses of the ICAO officer conducting the re-assessment.

10. ICAO-ENDORSED GOVERNMENT SAFETY INSPECTOR TRAINING CONDUCTED OFF-SITE

10.1 ICAO-endorsed Government Safety Inspector courses may be taught at locations away from the training centre (i.e. off-site training) provided that all requirements specified in this document, including those contained in sections 2 to 7 9 are met. When instructors from more than a single training centre teach a course, a Civil Aviation Authority shall be designated as the responsible authority.

10.2 Prior to conducting training at an off-site location, the Civil Aviation Authority responsible for Government Safety Inspector training will organize a site visit to ensure that the facilities meet the requirements specified in section 4 of this document. The Civil Aviation Authority will advise ICAO on how the site visit will be conducted. Prior to teaching an ICAO-endorsed Government Safety Inspector course off-site, the Civil Aviation Authority shall provide a statement to the effect that it is satisfied that the course can be delivered in accordance with all the requirements specified in this document.

10.3 The monitoring by ICAO of the endorsed training (section 9 above refers) can include, at the discretion of ICAO, an inspection of the facilities used for off-site training.

10.4 All Government Safety Inspector courses shall be taught as designed. Course materials may be adapted to meet national regulations or local operating procedures. However, any adaptation to ~~an~~ a course be approved by ICAO prior to the Training Centre using such materials for the delivery of ICAO-endorsed Government Safety Inspector training.

11. COORDINATION AND SCHEDULING

11.1 The scheduling of Government Safety Inspector courses, open to international participation, shall be coordinated through the ICAO Air Navigation Bureau, Aviation Training Policy and Standards Unit (ATPS) in order to facilitate international attendance and reduce duplications in effort when possible. The ATPS shall be notified at least six months in advance of a Government Safety Inspector course that is available for international participation.

11.2 Coordination meetings, including all training centres endorsed by ICAO to conduct Government Safety Inspector training on an international basis, will be convened by ICAO every three years. The intent of the meetings will be to coordinate activities and to exchange ideas and experience in using the Government Safety Inspector course materials. The coordination meetings will be no more than ~~three~~ five days in duration. The findings of the meeting will be documented in a C-19 memo to the Air Navigation Commission.

12. RESPONSIBILITIES

12.1 In respect of training centres that are endorsed by ICAO to provide Government Safety Inspector training on an international basis, ICAO shall:

- a) conduct the initial assessment and follow-up assessments in accordance with paragraph 8 and 9 of this document;
- b) provide electronic master copies of Government Safety Inspector courses materials that are consistent with its International Standards and Recommended Practices and the ICAO course development methodological standards;
- c) monitor the results of the Government Safety Inspector training in accordance with paragraph 9 of this document;
- d) approve all new or adapted Government Safety Inspector course materials;
- e) provide technical and methodological support, to the extent possible by correspondence, to adapt, as required, and implement course materials. Consultants approved by ICAO or ICAO Regular Programme Staff shall provide direct technical support. However, ICAO Regular Programme Staff will be made available on a time permitting basis only;
- f) coordinate with other training centres and organize triennial coordination meetings in accordance with paragraph 11 of this document;
- g) notify ICAO Contracting States when a training centre endorsed by ICAO to teach Government Safety Inspector courses is providing training on an international basis through State letter and the ICAO homepage on the Internet; and

- h) maintain a register of qualified instructors for each Government Safety Inspector course.

12.2 In respect of the establishment and operation of ICAO-endorsed Government Safety Inspector training, the Civil Aviation Authority shall ensure provision of the following:

- a) the facilities and equipment as outlined in paragraph 4 and, alternatively, paragraph 10 of this document;
- b) qualified instructors in sufficient numbers as specified in paragraph 6 of this document;
- c) copies of all training materials required by instructors and trainees, including commercially available textbooks and audio visual aids as required to implement Government Safety Inspector courses;
- d) organizational, clerical and administrative support as specified in paragraphs 3 and 7 of this document;
- e) schedule of Government Safety Inspector courses in accordance with paragraph 11 of this document;
- f) transportation, daily subsistence allowance, and any other required allowance for the ICAO officer conducting the initial assessment and follow-up assessments in accordance with paragraphs 8 and 9 of this document;
- g) transportation, daily subsistence allowance, any other required allowance and, as applicable, consultancy fees for ICAO regular programme staff or consultants that provide technical support;
- h) CAA, training management and instructional staff to participate in triennial Government Safety Inspector Training Coordination Meetings, at no cost to ICAO; and
- i) quality assurance of the training centre in accordance with paragraph 3 of this document.

12.3 Civil Aviation Authorities are required to submit a letter of application to ICAO to obtain an endorsement of their training centre to conduct Government Safety Inspector training on an international basis. The letter of application shall confirm the willingness of the concerned Civil Aviation Authority to adhere to the responsibilities outlined in this document. Furthermore, this requirements document, initialed on each page, shall be included as an attachment to the application letter. Upon receipt of the formal application letter and successful completion of the initial assessment, ICAO will issue a "Letter of Endorsement". This will include the original letter of application and requirements document as an attachment. The requirements document may be amended or modified by mutual consent between a Civil Aviation Authority and ICAO. Sections 2 through 12 of this document are subject to change based upon the experience gained in the implementation of the programme, as well as needs that may arise, as new courses are made available.

12.4 The Civil Aviation Authority may, by giving not less than one year's notice in writing to ICAO, discontinue ICAO-endorsed Government Safety Inspector training programmes conducted by its training centre. The Civil Aviation Authority, in discontinuing such programmes, will take into account

programmes that have already been initiated by the training centre and will take all reasonable steps to minimize the disruption and inconvenience caused to the participants.

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APPENDIX A

COURSE DEVELOPERS COMPETENCIES
Develop Competency-based Training and Assessment

- 1.1 Conduct Analysis
 - 1.1.1 Conduct preliminary analysis
 - 1.1.2 Conduct job and task analysis
 - 1.1.3 Conduct population analysis

 - 1.2 Develop training material
 - 1.2.1 Design curriculum
 - 1.2.2 Define training objectives
 - 1.2.3 Design Mastery tests
 - 1.2.4 Design modules
 - 1.2.5 Determine training strategy
 - 1.2.6 Select training media
 - 1.2.7 Produce competency-based training and assessment materials
 - 1.2.8 Carry-out developmental testing of competency-based training and assessment materials

 - 1.3 Evaluate training material
 - 1.3.1 Validate competency-based training materials
 - 1.3.2 Evaluate if job performance objectives are met
 - 1.3.3 Evaluate if organizational and operational objectives are met
-

APPENDIX B

S A M P L E
ICAO-ENDORSED GOVERNMENT SAFETY INSPECTORS COURSE
Information Sheet
[Centre - City - State]
[Dates of delivery]

1. **Location of the Course**

[Name of Centre]
[Mail address]
[Telephone]
[Fax]
[E-mail]
[URL]

2. **Arrival Arrangements:**

- a) [Centre will meet participants at State International Airport, and provide transportation to the hotel.]
- b) Please advise [Director, Centre], of your flight number, airline, date and time of arrival as soon as possible.
- c) For those who miss their travel connections and are not met on arrival at the Airport, we suggest you take Airport Taxi to [city and hotel] (fare is approximately [US...]).

3. **Accommodation:**

Accommodation with the following special rates has been offered by the [Hotel]:

| | |
|---------------------------|--------|
| Single room: | [rate] |
| Double room: | [rate] |
| Breakfast (Buffet): | [rate] |
| Lunch or Dinner (Buffet): | [rate] |

[Please add X% service charge and X% government tax as applicable.]

ONE US \$ = [Local currency]

[If you wish to reserve accommodation, please advise by fax Attention: [designated official] as soon as possible.]

4. **Course Arrangements:**

- a) The Course will be conducted at [Centre] at [from xxxx hours to xxxx hours]
- b) The Course will be conducted in [English].
- c) Transportation between [Centre] and the hotel will be provided.

5. **Weekend Travel:**

Whenever possible, [host] will provide transportation for the group to visit areas of interest in [State].

6. **Normal Weather Conditions during Course Time:**

| | |
|------------------------|---------------|
| Temperature (average): | maximum in C° |
| | minimum in C° |
| Humidity: |% |

7. Participants should ensure they have a valid visa to enter [State] if their nationality requires one.

8. There are residence and airport departure fees totalling US\$... (approximately).

9. [Electrical outlet]
[E-mail availability]
[Internet availability]

10. Tuition fees for the course are \$[....]

APPENDIX C
ICAO-endorsed Government Safety Inspector training
Terms of Reference for an Initial Assessment

1. Assess the capability of the training centre to teach Government Safety Inspector courses on an international basis. The assessment will be conducted in accordance with the criteria outlined in the ICAO document “Requirements for ICAO-endorsed Government Safety Inspector training conducted on an international basis”.
2. Ascertain if the training centre has sufficient access to qualified Inspectors to be Instructors.
3. Conduct an assessment to determine the capability of a training centre to adapt or develop course materials using the ICAO course development methodology, and determine that course developers competencies as described in the PANS-Training Document are available in the training centre. If the course development capability is not available within the training centre, the training centre should deliver GSI courses as designed.
4. The Assessment will review the following areas:
 - nature of existing course materials, training aids and simulators;
 - nature of existing training needs;
 - standards for selection and development of instructional staff;
 - availability of the requisite human resources (instructional, secretarial and support staff) including course developers;
 - availability and nature of physical facilities necessary for a Course development capability within the training centre; and
 - availability of office equipment, including computers, to support a course development and implementation of GSI courses.
5. Draft a work programme that outlines the activities required for the training centre to teach Government Safety Inspector training on an international basis and, as required, to establish the capability to adapt course materials using the ICAO course development methodology.
6. Draft a work plan, as required, that will specify the facility renovations to be completed, equipment/audio visual aids equipment to be procured and training required within agreed to time frames. The work programme will become an integral part of the assessment report and will be included with the letter of application for endorsement from the Civil Aviation Authority to ICAO.
7. Establish co-ordination procedures between ICAO and the training centre.
8. As required, provide assistance to the Technical Co-operation Bureau in drafting a technical co-operation project proposal that would provide the additional resources needed for a training centre to meet the requirements for ICAO-endorsement to teach Government Safety Inspector courses on an international basis.
9. Draft an assessment report describing the findings.— — — — — — — — — — **APPENDIX D**

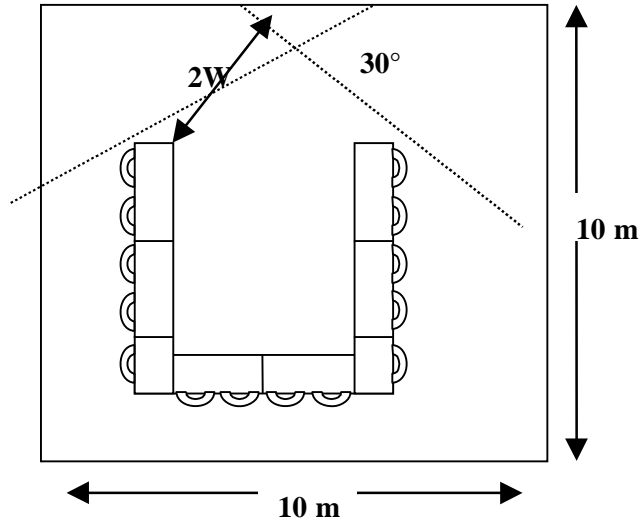
ICAO-endorsed Government Safety Inspector training
Terms of Reference for a Follow-up Assessment

1. Ensure that organizational diagrams, key management job descriptions, training centre policies and quality assurance processes reflect the current situation within the training centre.
2. Evaluate the quality of training through direct observation of a Government Safety Inspector's course. The quality of the instructional delivery shall be evaluated by ensuring that the instructor demonstrates competency as outlined in the PANS-Training Document, the ICAO Instructor Training Course or equivalent.
3. Assess condition of facilities, equipment and training materials. Ensure that all required equipment is in operating condition. Ensure that course materials in use are up-to-date and have been reviewed by ICAO.
4. Review trainee records including performance on mastery tests.
5. Review trainee opinion questionnaires.
6. Review instructor evaluation reports. Ensure reports are up-to-date and that follow-up action is taken for sub-standard performance.
7. Interview Civil Aviation Authority management to ascertain if the training provided is meeting operational requirements.
8. Determine if the training centre continues to meet the requirements for ICAO-endorsement to teach Government Safety Inspector courses on an international basis and draft report of results, including recommendations, as required.

APPENDIX E

Recommended Primary Classroom Configuration

14 Students



— END —