



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.GEN.MAN.005
ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS	ED	01 DU 01/03/2015
	REV	00 DU 01/03/2015

Section 3.0 Surveillance Course

ITS Course Number	3004
ITS Course Title	Aeronautical Information Management - Surveillance
Training Profile	Aeronautical Information Service
Training Category	Surveillance 3.0
Sequence	Initial
Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of AIM Provider Surveillance.
Course Description	This course is designed for newly hired ANS Standards Department personnel in AIS/AIM safety specialties. It presents information on air operator surveillance job functions, the CCAA, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on basic AIM provider surveillance procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Plan yearly work program • Inspect Documents (example - AIP Amendment, AIP supplement, NOTAM) • Inspect Data (Processing and storage) • Inspect facilities (example - NOTAM Office, Database Unit, Aeronautical Cartographic Unit, AIS/MAP Producing Unit) • Inspect Training Programs • Documentation of Inspection Findings
Prerequisites	None



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Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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	REV	00 DU 01/03/2015

Section 4.0 Competence Assessment Courses

4004 Competence Assessment Procedures – AIM

ITS Course Number	4004
ITS Course Title	Competence Assessment Procedures - AIM
Training Profile	AIS/AIM
Training Category	Competence Assessment 4.0
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Personnel Competence.
Course Description	This course is designed for newly hired ANS Department personnel in AIS safety specialties. It presents information on personnel licensing job functions, the CCAA, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on basic personnel licensing procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Conduct written tests for competence assessment • Inspect personnel competence assessment scheme (examples – AIM/MAP Officer, Aerodrome Unit specialist, Database Specialist, International NOTAM specialist, Production Specialist, Aeronautical Cartography Specialist)



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Prerequisites	None
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4204 Designated Assessors Procedures – AIS/AIM

ITS Course Number	4204
ITS Course Title	Designated Assessors Procedures – AIS/AIM
Training Profile	AIS/AIM
Training Category	Competence Assessment 4.2
Sequence	Initial
Course Length	24 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of designating assessors.
Course Description	This course is designed for newly hired ANS Standards Department personnel in AIS/AIM safety specialties. It presents information on designated assessor job functions, the CCAA, and ANS Standards Department responsibilities.

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CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA.GEN.MAN.005
ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS	ED	01 DU 01/03/2015
	REV	00 DU 01/03/2015

Course Content	<p>This course provides training on basic designated assessors procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Inspect designated assessors and training programs (examples – assessors of AIM/MAP Officer, Database Specialist , Aerodrome Unit Specialist, International NOTAM Office Specialist, AIM/MAP Production Specialist, Aeronautical Cartography).
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

4504 Aviation Training Organizations – AIS/AIM

ITS Course Number	4504
ITS Course Title	Aviation Training Organizations - AIS/AIM
Training Profile	AIS/AIM
Training Category	Competence Assessment 4.5
Sequence	Initial
Course Length	40 Hours



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY			
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ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS		ED	01 DU 01/03/2015
		REV	00 DU 01/03/2015

Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Aviation Training Organization certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in AIS/AIM safety specialties. It presents policies and procedures on the certification and inspection of aviation training organizations, the CCAA, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on aviation training organizations and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Conduct certification and renewal of training centers • Inspect training centers (personnel, records or qualifications) • Inspect any Designated examiners at associated with the training center. • Inspect facilities and equipment. • Inspect curriculums
Prerequisites	
Revision Date	July 1, 2014
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100



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MANUAL	REF	DSA.GEN.MAN.005
ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS	ED	01 DU 01/03/2015
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Section 5.0 Investigation Courses

5001 Compliance and Enforcement

ITS Course Number	5001
ITS Course Title	Compliance and Enforcement
Training Profile	AIS/AIM
Training Category	Investigations 5.0
Sequence	Initial
Course Length	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Compliance and Enforcement.
Course Objective	This course is designed for newly hired ANS Standards Department personnel. It presents information on the resolution of safety concerns, compliance and enforcement procedures, conducting investigations, CCAA policy, and ANS Standards Department responsibilities.
Course Description	<p>The course provides training on compliance and enforcement procedures which typically include job performance subjects such as those shown here:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Conduct an Enforcement Investigation • Investigate Non-Compliance submitted with Self-Disclosure • Provide Technical Assistance to Legal Counsel • Investigate a Complaint (examples – incorrect document



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	REV	00 DU 01/03/2015

	information) <ul style="list-style-type: none"> Withdrawal, Suspension, Revocation, Denial, or Amendment of service provider certificate
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone :
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

5501 Aircraft Accident Investigation

ITS Course Number	5501
ITS Course Title	Aircraft Accident Investigation
Training Profile	AIS/AIM
Training Category	Investigations 5.5
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with Aircraft Accident Investigations.
Course Description	This course is designed for ANS Standards Department personnel. It presents information on the conduct of aircraft accident investigations, CCAA policy, and ANS Standards Department responsibilities.



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Course Content	<p>This course provides basic training on the conduct of aircraft accident investigations which typically includes the following job performance subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Human Factors • Accident case studies • Investigation procedures • Investigate an Aircraft accident • Investigate an Aircraft Incident • Investigate an Aircraft Occurrence
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	