AIR TRAFFIC SERVICES COURSE DESCRIPTIONS

Section 1.0 Indoctrination Course

1001   New Employee Orientation

ITS Course Number	1001
ITS Course Title	**New Employee Orientation**
Training Profile	ATS
Training Category	Indoctrination 1.0
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 new employee orientation into the CCAA.
Course Description	This course is designed for newly hired Air Navigation Service Standards Department personnel. It presents orientation information concerning the CCAA and Air Navigation. Course subjects include history, mission, vision and philosophy of the CCAA.
Course Content	• At the conclusion of the course, participants will be able to: Utilize Computer Systems / Info Technology • Manage Resources • Understand agency Travel and Per Diem policy • Describe agency Security policies • Describe CCAA history and philosophy • Identify with the mission and vision of Air Navigation standards • Understand the procedures and relevant documents in ANS • Understand the relation between ANS and other Aviation Agencies

	- Understand and apply customer service principles - Identify with the ANS doctrine - Apply team concepts in the ANS Standards Department - Understand ethical conduct as it pertains to the ANS Standards Department - Incorporate professionalism into job functions - Demonstrate effective communication skills
Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

Section 2.0 Certification Courses

2007   **Air Traffic Service Provider - Certification**

ITS Course Number	2007
ITS Course Title	**Air Traffic Service Provider- Certification**
Training Profile	ATS
Training Category	Certification 2.0
Sequence	Initial
Course Length	80 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 Air Traffic Service Provider Certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in ATS specialty. It presents orientation information concerning the CCAA and ANS Standards Department. Course subjects include the five phases of Air Traffic Service Provider certification. Participants will typically follow a "mock service provider" seeking certification throughout each phase of the certification process. Exercises will be conducted to assure CCAA understanding of service provider's submission requirements and demonstrations in compliance with the regulations and advisory material.
Course Content	At the conclusion of the course, and with appropriate guidance material, participants will be able to: Describe the State responsibilities and ICAO requirements associated with the five phases of Air Traffic Service Provider Certification. o Pre-Application Phase I

CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

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	o Formal Application Phase II
	o Document Compliance Phase III
	o Demonstration and Inspection Phase IV
	o Certification Phase V
	• Apply the Air Traffic Service Provider Standards processes and procedures used in the certification of Air Navigation Service Provider, such as:
	o Describe the national legislation and State civil aviation regulations that pertain to this subject.
	o Conduct meetings (examples - Pre-Application and Formal Application meetings).
	o Evaluate Required Management
	o Conduct In-depth evaluation of applicant's manuals (examples - Training curriculum and program, General Operations Manual, Site Validation, Minimum Equipment List, Factory Acceptance, Contingency and Security Plans, Record, Separation and Clearance Methods).
	o Inspect applicant's facilities as applicable.
	o Evaluate Control Tower
	o Evaluate Approach Control Facilities
	o Evaluate Area Control Facilities
	o Identify what items are to be included in the final certification report.
Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

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2107   Procedure Design Organisation – Certification

ITS Course Number	2107
ITS Course Title	**Procedure Design Organization - Certification**
Training Profile	ATS
Training Category	Certification 2.1
Sequence	Initial
Course Length	80 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 Procedure Design Organization Certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in ATS safety specialty. It presents orientation information concerning the CCAA and ANS Standards Department. Course subjects include the five phases of certification of a procedure design organisation.
Course Content	This course provides training on PDO certification procedures and typically includes the following subjects: • National legislation and State civil aviation regulations that pertain to this subject. • Certificate a PDO • Evaluate a PDO Facilities and Equipment • Evaluate a PDO Operations Manual • Evaluate a PDO Personnel Training and Checking Program • Evaluate the Chief Designers Qualification • Evaluate PDO Document Management System • Evaluate PDO Record Keeping System

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	REV	00 DU 01/03/2015

	• Evaluate Flight Procedure Validation Program
Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	