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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 |

AIRWORTHINESS COURSE DESCRIPTIONS

Section 1.0 Indoctrination Course

1001 New Employee Orientation

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| ITS Course Number | 1001 |
| ITS Course Title | New Employee Orientation |
| Training Profile | Airworthiness |
| 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 Directorate of Aviation Safety personnel. It presents orientation information concerning the CCAA and Directorate of Aviation Safety. Course subjects include history, mission and philosophy of the CCAA. |



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| Course Content | <p>At the conclusion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • 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 of flight standards • Understand and apply customer service principles • Identify with the flight standards service [aviation safety] doctrine • Apply team concepts in the Directorate of Aviation Safety • Understand ethical conduct as it pertains to the Directorate of Aviation Safety • Incorporate professionalism. into job function • Demonstrate effective communication skills |
| Prerequisites | None |
| Revision Date | October 1, 2012 |
| Course Manager | Phone: |
| Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses | FAA (21020, 21053, 21054, 21055, 21056, 21057, 25030, 25711, 28463) 27030, 62002 |



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Section 2.0 Certification Courses

2003 Air Operator Certification – Airworthiness

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| ITS Course Number | 2003 |
| ITS Course Title | Air Operator Certification - Airworthiness |
| Training Profile | Airworthiness |
| 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 Operator Certification. |
| Course Description | <p>This course is designed for newly hired Directorate of Aviation Safety personnel in Airworthiness safety specialties. It presents orientation information concerning the CCAA and Directorate of Aviation Safety. Course subjects include the five phases of Air Operator certification.</p> <p>Participants will typically follow a “mock operator” seeking certification throughout each phase of the certification process. Exercises will be conducted to assure CCAA understanding of operator’s submission requirements and demonstrations in compliance with the regulations and advisory material.</p> |



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| | <p>At the conclusion of the course and with appropriate guidance material participants will be able to :</p> <ul style="list-style-type: none"> - Describe the State responsibilities and ICAO requirements associated with the five phase of Air Operator Certification. <ul style="list-style-type: none"> • Pre-Application Phase I • Formal Application Phase II • Document Compliance Phase III • Demonstration and Inspection IV |
| | <p>Operators, such as:</p> <ul style="list-style-type: none"> • Describe the national legislation and State Civil Aviation Regulations that pertain to this subject. • Conduct meetings such as Pre-Application Meetings and Formal Application Meetings • Evaluate compliance statement • Evaluate required Management • Conduct In-depth evaluation of applicants proposed manuals, for example: <ul style="list-style-type: none"> ○ Training curriculum and training programs ○ Continuous Maintenance Program ○ Proposed MEL and CDL |
| Prerequisites | None |
| Revision Date | October 1, 2012 |
| Course Manager | Phone: |
| Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses | FAA (15203, 18701, 21051, 21059, 21601, 21062, 21427, 21429, 21813) 22518, 25018, 22600, 22006, 25033, 25712, 25713, 28458 |



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2303

Aircraft Maintenance Organizations – AMO

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| ITS Course Number | 2303 |
| ITS Course Title | Aircraft Maintenance Organizations - AMO |
| Training Profile | Airworthiness |
| Training Category | Certification 2.3 |
| 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 Aircraft Maintenance Organization certification. |
| Course Description | This course is designed for newly hired Directorate of Aviation Safety personnel in Airworthiness safety specialties. It presents Information concerning the CCAA and Directorate of Aviation Safety. Course subjects include certification requirements and procedures for Aircraft Maintenance Organizations. |
| Course Content | <p>This course provides training on AMO certification 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. • Certificate an AMO • Evaluate AMO facilities and equipment • Evaluate AMO manuals • Evaluate AMO personnel and records • Evaluate training program |
| Prerequisites | None |
| Revision Date | October 1, 2012 |
| Course Manager | Phone: |
| Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses | 18701, 21058, 21427, 21062, 22518, 21026, 15205 |