



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 7.0 Aircraft Dispatcher Course

7001 Aircraft Dispatcher Job Functions

ITS Course Number	7001
ITS Course Title	Aircraft Dispatcher Job Functions
Training Profile	Operations
Training Category	Aircraft Dispatcher
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 Dispatcher job functions.
Course Description	This course is designed for Directorate of Aviation Safety personnel in Operations safety specialties. It presents information on aircraft dispatch policies and procedures, and fulfillment of Directorate of Aviation Safety responsibilities.
Course Content	<p>This course provides training on aircraft dispatcher job functions and will typically include the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Evaluate/Inspect Dispatch centers, training programs and dispatch systems • Evaluate/Inspect Air Operator flight following or flight locating procedures. • Evaluate operational control • Evaluate airport aeronautical data • Evaluate Air Operators weather data and enhanced weather information systems. • Approve Air Operators aircraft performance and limitations.
Prerequisites	
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA 21047



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Section 8.0 Cabin Safety Course

8001 Cabin Safety

ITS Course Number	8001
ITS Course Title	Cabin Safety
Training Profile	Operations
Training Category	Cabin Safety 8.0
Sequence	Initial
Course Length	32 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training for the specific job tasks associated with the subject of Cabin Safety.
Course Description	The participant will be provided with technical guidance regarding cabin safety for air carriers and air operators. The course provides the participant with the ability to assess the compliance of air operators using applicable Civil Aviation Regulations and Directorate of Aviation Safety policies. Course subjects include policies and procedures for cabin safety
Course Content	<p>This course provides basic training on cabin safety job functions which typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Evaluate a Attendant Manual • What To Look For in a Cabin Safety Investigation • Evaluate a Flight Attendant Training Program • En-route inspections and ramp inspections • Crew coordination procedures between crewmembers and flight attendants • Cabin Safety Emergency Equipment Documentation • Inspect a Cabin Crew Training Program • Location and/or security of aircraft equipment affecting passenger safety or emergency procedures • Cabin safety system analysis • Knowledge of regulatory, certification, and/or surveillance



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Prerequisites	
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA 00379

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Section 9.0 Management Courses

9001 Management Training

ITS Course Number	9001
ITS Course Title	Management Training
Training Profile	Operations
Training Category	Management 9.0
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training for the specific job tasks associated with the subject of management training.
Course Description	Participants will gain an understanding of management duties and responsibilities, teamwork, mentoring, communications, managing resources and change, and planning. The course allows participants to analyze how leadership style impacts job performance, demonstrate interpersonal skills, and develop an action plan to support continued growth in leadership effectiveness.





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Course Content	<p>This course provides training on management or supervisory job functions. Training will typically include subjects such as those shown below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • First line duties and responsibilities (examples – job priorities, administrative duties, operational duties and standards, ICAO and CCAA, effective delegation • Leadership and Communication Skills • Creating an effective work environment • Recognize and reward performance • Provide and receive constructive feedback • Self-development based on feedback • Tools for managing employees (examples – communication and motivation strategies, coaching, stress indicators, conflict management and problem solving, handling change) • Monitoring progress and performance • Communicate organizational direction and priorities clearly
Prerequisites	
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA (01186, 01288, 01291, 01292, 05005, 10504, 15001, 15002, 18602) 25702, 25703