



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
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CHAPTER 10 FATIGUE MANAGEMENT RECORDS INSPECTIONS



DSA.AOC.CHL.008

10.1 BACKGROUND AND OBJECTIVES

10.1.1 “Arrêté N°00727/MINT du 07 Juin 2005 fixant les limitations de temps de vols des personnels navigants de l'aviation civile” require an air operator to manage fatigue through the establishment of flight time, flight duty period, duty period and rest period limitations that are within the limits prescribed.

10.1.2 “Arrêté N°00727/MINT” also permit CCAA to approve a special flight duty scheme for an operator on the basis of a risk assessment provided by the operator that provides an equivalent level of safety to what would be achieved through the prescribed limits.

10.1.3 “Arrêté N°00727/MINT” require an air operator to maintain records for all its flight and cabin crew members of flight time, flight duty periods, duty periods and rest periods for a two year period.

10.1.4 The primary objective of the inspection of fatigue management records is to ensure that operators comply with operations manual and appropriate Cameroon regulations relating to flight time, duty period, flight duty period and rest period limitations.

Note.— Standards established in ICAO Annex 6 — Operation of Aircraft, Part I — International Commercial Air Transport — Aeroplanes, paragraph 4.10, enable States to establish regulations for an air operator fatigue risk management system (FRMS). Cameroon is reviewing the implications and benefits of FRMS and at this time has not established regulations and/or procedures for approval of an FRMS.

10.2 GENERAL INSPECTION PRACTICES AND PROCEDURES

10.2.1 Prior to arriving at the air operator facility, inspectors shall review in detail the specific fatigue management requirements as contained in the operations manual of the air operator. When reviewing the operations manual the inspector shall verify that it complies



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with “**Arrêté N°00727/MINT**”. At the commencement of the inspection at the air operator’s facility, the inspectors shall receive a briefing from operator’s personnel regarding their fatigue management record keeping system in its entirety. The system must ensure that all limitations for management of fatigue as described in the operations manual are not exceeded.

10.2.2 The system shall also record as duty all tasks carried out at the behest of the operator. Persons are considered to be on duty if they are performing any tasks on behalf of the air operator, whether scheduled or requested.

10.2.3 CCAA regulations permit limitations to be exceeded due to circumstances such as adverse weather conditions or adverse situations beyond the control of the air operator. Inspectors shall review any such instances to ensure that the flight duty period was planned within the allowable limits and the circumstances were actually beyond the control of the operator.

10.2.4 The inspector shall then review a sufficient number of records for individual crew members to ensure that regulatory requirements are being met. Figures which are used in flight time summaries (cumulative totals) to track required time intervals shall be checked against original flight logs or similar records, to ensure that times for specific flights are being accurately recorded and totaled. Similarly, flight times which appear on flight logs and summaries may be checked against maintenance or payroll records for consistency.

10.3 INSPECTION AREAS

Record-keeping system shall have the following attributes:

10.3.1 Adequacy. The record-keeping system which the operator uses is adequate and practical for recording all essential information to demonstrate full compliance with CCAA requirements.

10.3.2 Accessibility and security. Data regarding flight and duty time shall be readily accessible to personnel who have responsibility for scheduling and monitoring compliance with various time intervals. Records shall be secure from tampering or other unauthorized access.



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10.3.3 Currency. Data available to personnel responsible for ensuring that individual crew members do not exceed regulatory requirements shall be updated expeditiously. The system used by the operator shall provide that scheduling personnel are made aware in a timely manner when daily totals may be exceeded. Flight time totals from written crew logs must be expeditiously transmitted to the scheduling office, so that weekly and monthly totals, where required, may be promptly updated.

10.3.4 Accuracy. The system shall faithfully track daily flight and duty time and rest periods for crew members and accurately reflect totals for longer prescribed time intervals.

10.3.5 Conformity. The records shall reflect conformance with regulatory flight and duty time limitations.

10.4 INSPECTION REPORTING PROCEDURES

The part of Flight crew records checklist, **DSA.AOC.CHL.008**, which appears at the end of this section reflects the areas discussed in paragraph 10.3 above and shall be used for all such inspections. Inspectors shall indicate in the comments section of the report form the scope of their records inspections (i.e. number of individual crew member records inspected, time interval covered, cross-checks with other records, etc.).

Attachment CCAA AIR OPERATOR FATIGUE MANAGEMENT RECORDS INSPECTION CHECKLIST



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CHAPTER 11 TRAINING AND QUALIFICATION RECORDS INSPECTION



DSA.AOC.CHL.008

11.1 BACKGROUND AND OBJECTIVES

11.1.1 Cameroon regulations requires an air operator to maintain records of the training and qualifications for each crew member, and flight dispatcher if applicable. The records shall have sufficient details to enable CCAA to determine that the personnel meet the experience and qualification for duties in commercial air transport operations. The air operator is required to retain such records for 5 years after the crew member or flight dispatcher has left the employment of the operator.

11.1.2 The primary objective of training and qualifications records inspections is to confirm that operators have a system in place to ensure that crew members, and flight dispatchers if applicable, are fully qualified in accordance with the Cameroon regulations, and that they have received the training required as approved in the operations manual.



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11.2 TRAINING AND QUALIFICATION REQUIREMENTS

11.2.1 Each record of a training or qualification event in an individual file shall contain the following as a minimum:

- a) employee's name;
- b) employee's position;
- c) specific type of training or qualification conducted – the terminology employed shall reflect that contained in the operator's approved training programme, (e.g. "A-330 Pilot Recurrent Ground Training");
- d) total time and date(s) on which training was conducted;
- e) results of training or qualification – complete or incomplete, satisfactory or unsatisfactory;
- f) instructor or examiner's name and signature.

11.2.2 Specific information that must be contained in training and qualification records is as follows:

- a) flight crew member records:
 - 1) full name;
 - 2) current assignment;
flight crew member licence – State issuing the licence and date of issue and, if appropriate, the validation or conversion, licence type, number and ratings, including instrument rating and the language proficiency endorsement – and, as applicable, any expiry date;
 - 3) medical assessment and date;
 - 4) company procedures indoctrination training;
 - 5) initial and recurrent emergency equipment and procedures training;
 - 6) initial, recurrent, conversion training and/or upgrading (as appropriate);
 - 7) records of proficiency and instrument rating checks;
 - 8) initial and recurrent dangerous goods training;
 - 9) initial and recurrent human factors training including threat and error management;
 - 10) recency of experience (90 days);
 - 11) area, route and aerodrome qualifications for pilot-in-command;
 - 12) special authorizations training.



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- b) cabin crew member records:
- 1) full name;
 - 2) current assignment;
 - 3) qualification and expiry date;
 - 4) initial training, including dangerous goods, general indoctrination and aircraft emergency equipment and procedures training;
 - 5) annual recurrent training, including dangerous goods, emergency procedures training on specific aircraft; and
 - 6) competency checks.
- c) flight dispatcher:
- 1) full name;
 - 2) certification that the dispatcher is suitably qualified in accordance with ICAO Annex 1;
 - 3) company procedures indoctrination;
 - 4) aircraft qualifications;
 - 5) initial route or area qualification;
 - 6) maintenance of competency;
 - 7) qualification flight every 12 months;
 - 8) competency check.

11.3 GENERAL INSPECTION PRACTICES AND PROCEDURES

11.3.1 While training and qualification requirements are generally outlined above, there will be some variations in the training requirements for each air operator. Prior to the inspection the inspector must review in detail the specific air operator's crew and, if applicable, flight dispatcher training and qualification requirements as contained in the operations manual.

11.3.2 Computer systems are often used to track qualifications and training events. If so, the data contained in these systems must be based on either hard copy documentation or electronic records containing the information outlined above. If hard copy documentation is used, the inspector conducting the records inspection must also verify the accuracy of computer-based records by comparison against a sample of the original written records.



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11.3.3 Inspectors will randomly select a sample of files to review for each specialty and determine that the crew member, or flight dispatcher if applicable, has received the required training and was fully qualified. If an employee was unqualified for a specific period, the inspector should cross-check other records such as fatigue management records or scheduling records, to ensure that the unqualified employee was not performing duties for which the employee was unqualified during that period.

11.4 INSPECTION AREAS

Records shall be examined to determine the following:

- Adequacy. The record-keeping forms which the operator uses are adequate for recording essential information which is required by the regulations.
- Practicality. The forms are easy to fill out and to understand.
- Accessibility and Security. Records are easily accessible to the operator's staff required to use them and secure from tampering by unauthorized individuals.
- Accuracy. Details of individual training events are properly recorded by instructors and examiners.
- Currency. Individual files have been expeditiously updated following completion of a training or qualification event.
- Conformity. Employees are properly licensed and rated, if applicable, have received all required training and checks, and were fully qualified to be performing duties in their specific positions.

11.5 INSPECTION REPORTING PROCEDURES

Specific training courses which meet the requirements listed in paragraph 11.3 above may vary widely between operators. The Air Operator Training Records Inspection Checklists **DSA.AOC.CHL.011** and **DSA.AOC.CHL.017** which appears at the end of this section contains the areas listed in paragraph 11.3 above, and will be used for all such inspections. Inspectors should clearly identify on the form the types of training and/or qualification records which were examined (e.g. "Cabin crew recurrent training", "B-737-400 initial training", etc.).

Attachment CCAA AIR OPERATOR TRAINING AND QUALIFICATION RECORDS CHECKLIST/REPORT