



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 5.0 Investigation Courses

5001 Compliance and Enforcement

ITS Course Number	5001
ITS Course Title	Compliance and Enforcement
Training Profile	Aeronautical Meteorology
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 information) • 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	



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

5501 Aircraft Accident Investigation

ITS Course Number	5501
ITS Course Title	Aircraft Accident/Incident Investigation
Training Profile	Aeronautical Meteorology
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.
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. • Investigation procedures for Aircraft Accident or Incident • Aeronautical Meteorology Service Provider’s role in the supply of weather information for accident/incident investigation • Aeronautical Meteorology Service Provider procedures for release of weather information to Accident Investigation Agency. • Protection of Service Provider’s Log-Books for accident investigation • Testifying in an accident/incident investigation exercise • Use of accident/incident investigation report • Human Factors in Accident/Incident Cases • Case studies in accident due to adverse weather phenomenon





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

Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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 6.0 Job Skill Courses

6001 Specialized Aeronautical Meteorological Instruments

ITS Course Number	6001
ITS Course Title	Specialized Aeronautical Meteorological Instruments
Training Profile	Aeronautical Meteorology
Training Category	Job Skills 6.0
Sequence	Initials
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 aeronautical meteorological instruments
Course Description	This course is designed for ANS Standards Department personnel in Aeronautical Meteorology safety specialty. It presents information on aeronautical meteorological instruments, CCAA policies, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on aeronautical meteorological instruments and will normally include the topics listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Theoretical aspect of the various types of meteorological instruments. • The actual use and operation of the various types of the most commonly used aeronautical meteorological instruments. • Any recent development in aeronautical weather observing technology. • Workshop procedures, maintenance practices and instruments installation and calibration – Field Work. • Inspect, Evaluate and Approve AeroMet Instruments.
Prerequisite	
Revision Date	July 1, 2014
Course Manager	Phone :
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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

6105

Quality Management Systems

ITS Course Number	6105
ITS Course Title	Quality Management Systems
Training Profile	Aeronautical Meteorology
Training Category	Job Skills 6.2
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 Quality Management Systems.
Course Description	This course is designed for ANS Standards Department personnel in Aeronautical Meteorology safety specialty. It presents information on quality management systems, CCAA policies, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on Quality Management Systems and will normally include the topics listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Understand the principles of quality management system • Understand the requirements of ISO 9001: 2008 Standards • Understands the ISO 9001 documentation requirements and the use of Process Map Approach documentation processes. • Understand the principles of auditing and use of audit checklist. • Evaluate Internal Audit Programme • Evaluate and Approve a Quality Management Manual



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	

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

6505 Aviation Safety Program Manager – Aeronautical Meteorology

ITS Course Number	6505
ITS Course Title	Aviation Safety Program Manager - AeroMet
Training Profile	Aeronautical Meteorology
Training Category	Job Skills 6.5
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 position of Aviation Safety Program Manager.
Course Description	This course is designed for ANS Standards Department personnel in Aeronautical Meteorology safety specialty. It presents information on safety program manager responsibilities and procedures, ANS safety programs, CCAA policies, and fulfillment of ANS Standards Department goals.



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 Safety Program Manager job functions which normally includes subjects such as those listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Develop an Aviation Safety program • Sourcing for exchange or fellowship training programme on aviation safety for staff • Issue waivers or authorizations
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

6701 Safety Management Systems

ITS Course Number	6701
ITS Course Title	Safety Management Systems
Training Profile	Aeronautical Meteorology
Training Category	Job Skills 6.7
Sequence	Initial
Course Length	24 Hours



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 Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated aviation Safety Management Systems.
Course Description	This course is designed for ANS Standards Department personnel. It presents information on system safety, safety management systems, CCAA policies, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on Safety Management Systems and will normally include the topics listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Understand the relationship between the State Safety Programme (SSP) and SMS • Evaluate and approve SMS Manual • Inspect Service Provider Safety Management System • System safety • Hazard identification and analysis • Risk mitigation procedures • Internal audit and evaluation programs • Employee reporting programs • Safety promotion • Safety assurance • Emergency preparedness
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	