



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 3.0 Surveillance Courses

3005 Aeronautical Meteorology Service Provider Surveillance

ITS Course Number	3005
ITS Course Title	Aeronautical Meteorology Service Provider Surveillance
Training Profile	Aeronautical Meteorology
Training Category	Surveillance 3.0
Sequence	Initial
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 Aeronautical Meteorology Service Provider Surveillance.
Course Description	This course is designed for newly hired ANS Standards Department personnel in Aeronautical Meteorology specialty. It presents information on Aeronautical Meteorology service provider surveillance job functions, the CCAA, and ANS Standards Department responsibilities.



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Course Content	<p>This course provides training on basic ANS surveillance 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. • Plan a work program • Inspect AeroMet Watch Office • Inspect AeroMet Observation Station • Inspect AeroMet Forecast Station • Inspect the status of conventional facilities • Inspect the serviceability of Forecasters' Work-stations • Inspect Training Program (Observer, Forecaster and Maintenance Personnel) • Inspect the status of telecommunication facilities • Inspect the quality and issuance of (SIGMET Information, TAF/Trend/Landing Forecast, AIRMET Information, METAR, SPECI, Special Report, ATS, AIS and SAR Met Information supply, Flight Crew Briefing and Aeronautical Climatological Information,) • Inspect the status of AMOS sensors • Evaluate staff duty roster • Evaluate working environment
Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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Section 4.0 Personnel Licensing Courses

4005 Competence Assessment Procedures – Aeronautical Meteorology

ITS Course Number	4005
ITS Course Title	Competence Assessment Procedures – Aeronautical Meteorology
Training Profile	Aeronautical Meteorology
Training Category	Competence Assessment 4.0
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 the subject of Competence Assessment.
Course Description	This course is designed for newly hired ANS Standards Department personnel in Aeronautical Meteorology safety specialty. It presents information on competence assessment job functions, the CCAA, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on basic competence assessment 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. • Inspect an Aeronautical Meteorology Observer Competence Assessment Scheme • Inspect an Aeronautical Meteorology Forecaster Competence Assessment Scheme • Inspect Aeronautical Meteorology Maintenance personnel Competence Assessment Scheme.



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

4205 Designated Assessors Procedures - Aeronautical Meteorology

ITS Course Number	4205
ITS Course Title	Designated Assessors Procedures
Training Profile	Aeronautical Meteorology
Training Category	Competence Assessment 4.2
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 the subject of designating examiner.
Course Description	This course is designed for newly hired ANS Standards Department personnel in Aeronautical Meteorology safety specialty. It presents information on designated examiner job functions, the CCAA, and ANS Standards Department responsibilities.



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Course Content	<p>This course provides training on basic designated assessor 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. • Inspect a Designated Aeronautical Meteorology Observer Assessor • Inspect a Designated Aeronautical Meteorology Forecaster Assessor • Inspect a Designated Aeronautical Meteorology Maintenance Assessor
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

4505 - Aviation Training Organizations – Aeronautical Meteorology

ITS Course Number	4505
ITS Course Title	Aviation Training Organizations – Aeronautical Meteorology
Training Profile	Aeronautical Meteorology
Training Category	Competence Assessment 4.5
Sequence	Initial
Course Length	40 Hours



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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 Aviation Training Organization certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in Aeronautical Meteorology safety specialty. It presents policies and procedures on the certification and inspection of aviation training organizations, the CCAA, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on aviation training organizations 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. • Conduct certification and renewal of training centers • Inspect training centers (manpower, personnel records/ qualifications) • Inspect facilities and equipment (example simulators or training devices, classrooms, dormitories etc). • Inspect curriculums • Inspect training materials • Inspect trainee evaluation system • Quality Management System
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	