AERODROME COURSE DESCRIPTIONS

Section 1.0 Indoctrination Course

1001   New Employee Orientation

ITS Course Number	1001
ITS Course Title	**New Employee Orientation**
Training Profile	Aerodromes
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 Aerodrome Department personnel. It presents orientation information concerning the CCAA and Aerodrome Department. Course subjects include history, mission and philosophy of the CCAA.

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	At the conclusion of the course, participants will be able to: • 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 aerodrome standards • Understand and apply customer service principles • Identify with the aerodrome standards service doctrine • Apply team concepts in the aerodrome standards department • Understand ethical conduct as it pertains to the aerodromes standards department • Incorporate professionalism into job functions • Demonstrate effective communication skills
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

Section 2.0 Certification Courses

2002   Aerodrome Certification

ITS Course Number	2002
ITS Course Title	**Aerodrome Certification**
Training Profile	Aerodrome
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	This course is designed for newly hired Aerodrome Department personnel in all Aerodrome safety specialties. Course subjects include the five phases of Aerodrome Certification. At the conclusion of the course, and with appropriate guidance material, participants will be able to: Describe the State responsibilities and ICAO requirements associated with the five phases of Aerodrome Certification. o Pre-Application Phase I o Formal Application and Document Compliance Phase II o Demonstration and Inspection Phase III o Certification Phase V o Promulgation Phase VI Apply the procedures and processes used in the certification of Aerodromes, such as: o Describe the national legislation and State civil aviation regulations that pertain to this subject.

	o Conduct meetings (examples - Pre-Application and Formal Application meetings).
	o Assess staff competency
	o Conduct In-depth evaluation of applicant's manuals (examples - Training curriculum and program, General Operations Manual, RFF Manual, Maintenance Manual, SMS Manual etc.) Inspect applicant's facilities and equipment.
	o Evaluate pavement and airside physical characteristics
	o Evaluate ground vehicle operations system
	o Evaluate Aeronautical Data
	o Evaluate emergency management system.
	o Evaluate surface movement guidance and control system
	o Evaluate Apron safety/management control system
	o Evaluate obstacle control system
	o Evaluate bird/wildlife hazard mgt system
	o Identify what items are to be included in the final certification report.
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

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2102   Heliport Certification

ITS Course Number	2102
ITS Course Title	**Heliport Certification**
Training Profile	Aerodrome
Training Category	Certification 2.1
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 Heliport Certification.
Course Description	This course is designed for newly hired Aerodrome Department personnel in all Aerodrome safety specialties. Course subjects include the Heliport Certification process.
Course Content	At the conclusion of the course, and with appropriate guidance material, participants will be able to: Describe the State responsibilities and ICAO requirements associated with the Heliport Certification Process. • Apply the procedures and processes used in the certification of Aerodromes, such as: o Describe the national legislation and State civil aviation regulations that pertain to this subject. o Conduct meetings. o Evaluate heliport personnel training programme o Evaluate applicant's heliport operations manuals o Inspect heliport facilities/equipment and rescue and firefighting service.
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	