AERONAUTICAL INFORMATION MANAGEMENT COURSE DESCRIPTION

Section 1.0 Indoctrination Courses

ITS Course Number	1001
ITS Course Title	**New Employee Orientation**
Training Profile	AIS/AIM
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 Air Navigation Service Department personnel. It presents orientation information concerning the CCAA and Air Navigation. Course subjects include history, mission and philosophy of the CCAA.
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 Air Navigation standards • Understand and apply customer service principles • Identify with the ANS doctrine • Apply team concepts in the ANS department • Understand ethical conduct as it pertains to the ANS department

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
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	• Incorporate professionalism into job functions • Demonstrate effective communication skills
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 2.0 Certification Courses

2004 Aeronautical Information Management Provider - Certification

ITS Course Number	2004
ITS Course Title	**Aeronautical Information Management Provider Certification**
Training Profile	AIS/AIM
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 AIM provider Certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in AIS/AIM safety specialties. It presents orientation information concerning the CCAA and ANS Standards Department. Course subjects include the five phases of Air Operator certification. Participants will typically follow a "mock service provider" seeking certification throughout each phase of the certification process. Exercises will be conducted to assure CCAA understanding of operator's submission requirements and demonstrations in compliance with the regulations and advisory material.
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 five phases of Air Operator certification.

o Pre-Application Phase I

o Formal Application Phase II

o Document Compliance Phase III

o Demonstration and Inspection Phase IV

o Certification Phase V

- Apply the ANS standards processes and procedures used in the certification of AIM providers, 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 Evaluate compliance statement.

    o Evaluate Required Management

    o Conduct In depth evaluation of applicant's manuals (examples - Training curriculum and program, General Operations Manual,)

    o Inspect applicant's facilities, and equipment (AIS Aerodrome Unit, International NOTAM Office,

    o Database Unit, AIS/MAP Producing Unit, AIS/MAP Library, Aeronautical Carthography).

    o Evaluate Document specifications (AIP Amendment, AIC,AIP supplement, NOTAM,AIP)

    o Evaluate Originated Data (collection/collation, error correction procedures, validation/verification, presentation procedures)

    o Evaluate agreements (AIS-AeroMet, AIS- Aerodrome, AIS-Data originators,AIS- International NOTAM Office)

    o Identify what items are to be included in the final certification report.

Prerequisites	None

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

2104   **Aeronautical Chart Provider Certification**

ITS Course Number	2104
ITS Course Title	**Aeronautical Chart Provider Certification**
Training Profile	AIS/AIM
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 Aeronautical Chart Organization Certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in AIS/AIM safety specialty. It presents orientation information concerning the CCAA and ANS Standards Department. Course subjects include the five phases of aeronautical chart organization certification. Participants will typically follow a "mock service provider" seeking certification throughout each phase of the certification process. Exercises will be conducted to assure CCAA understanding of operator's submission requirements and demonstrations in compliance with the regulations and advisory material.
Course Content	This course provides training on ACO certification procedures and typically includes the following subjects: • National legislation and State civil aviation regulations that pertain to this subject. • Certificate a ACO

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	REV	00 DU 01/03/2015

	• Evaluate a ACO Facilities and Equipment • Evaluate a ACO Operations Manual • Evaluate a ACO Personnel Training and Checking Program • Evaluate a ACO Quality System • Evaluate the Chief Cartographer Qualification • Evaluate ACO Contingency Plan • Evaluate ACO Record Keeping System
Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	