OPERATIONS COURSE DESCRIPTIONS

SECTION 1.0 INDOCTRINATION COURSE

1001   New Employee Orientation

ITS Course Number	1001
ITS Course Title	**New Employee Orientation**
Training Profile	Operations
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 Directorate of Aviation Safety personnel. It presents orientation information concerning the CCAA and Directorate of Aviation Safety. 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 flight standards • Understand and apply customer service principles • Identify with the flight standards [aviation safety] service doctrine • Apply team concepts in the Directorate of Aviation Safety • Understand ethical conduct as it pertains to the Directorate of Aviation Safety • 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	FAA (25711, 21607, 20702, 21057, 21621, 28463, 18801, 18810)

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 2.0 AIR OPERATOR CERTIFICATION

2001 Air Operator Certification - Operations

ITS Course Number	2001
ITS Course Title	**Air Operator Certification – Operations**
Training Profile	Operations
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 Aviation Safety Department personnel in all Operations safety specialties. It presents orientation information concerning the CCAA and Directorate of Aviation Safety. Course subjects include the five phases of Air Operator certification.
Course Content	Participants will typically follow a "mock operator" 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. 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 Directorate of Aviation Safety processes and procedures used in the certification of Air Operators, such as: o Conduct meetings (example – Pre-Application and Formal Application Meetings o Evaluate Compliance Statement o Conduct in-depth evaluation of applicant's manuals (example – training curriculum and program, general operations manual, cabin attendant manual, MEL and CDL, Weight and Balance and Exit Row Seating) o Inspect applicants facilities, line station and equipment o Evaluate dispatch system (center, training) o Evaluate operational control o Evaluate aeronautical data (examples - weather , airport runway performance and alternate airports) o Evaluate emergency evacuation and ditching demonstration. o Conduct proving flights o Complete operations specification and AOC 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	FAA(18700, 21427, 21062, 21429, 22100, 22006, 22600, 25018, 25709)