

TRAINING PROGRAM

FOR

AERODROME INSPECTORS

January, 2022

First Amendment: April, 2022

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1. Background:

The effective discharge of function of ASSD is only possible when the technical personnel involved in it are trained adequately. For this, it is mandatory to have a detailed training program and plan for these staff. In this context it is required to prepare a detailed training program for all technical staff involved in ASSD and implement accordingly with proper record keeping of individual staff.

This ASSD training program has been developed in accordance with CAAN Regulatory Employee Training Plans and Procedures 2021 and Aerodrome Inspector Handbook 2022.

Civil Aviation Authority of Nepal has established the minimum qualifications and trainings requirements for their Aerodrome Inspectors (AI) performing safety oversight functions, Aerodrome Certification. This document provides clear instructions on technical training on an initial and recurrent basis. Additionally, periodic practical and specialized technical trainings including supervisory courses will enable the Aerodrome Inspectors to perform their duties effectively and efficiently.

2. Training Requirement for Aerodrome Inspectors:

Aerodrome Inspectors shall undergo following trainings to meet the qualification requirements laid down in this manual.

2.1 Induction Training:

CAAN shall have Aerodrome Inspector Induction training program for induction of new Aerodrome Inspector. The following are the minimum trainings that should be imparted:

- a) CAAN rules and regulations
- b) CAAN requirements related to aerodromes

- c) CAAN Advisory Circulars related to aerodromes
- d) Regulatory functions of CAAN
- e) Duties and responsibilities of safety oversight inspectors
- f) Human factors in aviation
- g) Aerodrome standards, practices and policies
- h) Working procedures

CAAN has a structured program to educate the ASSD technical staff on current policies, procedures and requirements as they are being implemented. To keep personnel abreast of new industry developments, this document has been developed to gain first-hand knowledge of new developments, including management principles. The duration for the induction training will be of at least 5 days. The induction training is provided by the Director of ASSD or the assigned Aerodrome Inspector internally in presence of ASSD technical staff and the certificate of this training is not issued.

2.2 Basic Course:

The ASSD technical staff will be provided with the following trainings with the objective of providing with a basic knowledge of aerodrome operations which will enable him/her to administer the Safety Oversight function as well as Aerodrome Certification activities. The minimum training that must be completed prior to issuance of an Aerodrome Inspector Credential includes following courses

- i. Safety Oversight Inspectors (Aerodrome) Course or Audit technique Course (Aviation)
- ii. Aerodrome Certification Course
- iii. Safety Management Course (SMS) or State Safety Program (SSP) Course.

After the successful completion of above-mentioned basic Training, the technical staff of ASSD will be qualified for On-the-Job-Training.

2.3 On-the-Job Training:

CAAN considers OJT training program to ensure OJT, ASSD technical staff are mentored by Senior Aerodrome Inspectors in specified tasks. The ASSD technical staff undergoing OJT is required to perform the tasks individually on their own being supervised. This OJT training is comprehensive and covers the CAAN policies, Aerodrome Inspector Handbook, Aerodrome certification regulation, Civil Aviation Requirements-14 Part 1, and current best practices.

This OJT allows the ASSD technical staff to observe and experience the tasks that Aerodrome Inspector actually performs.

The OJT ASSD technical staff is evaluated in accordance with CAAN Aerodrome Inspector Handbook. The OJT record will be maintained as per format laid down in "On-the-Job Training Record". At least two minimum participation in surveillance inspection/ Audit as an observer and after completing all the Basic training courses at least a week of OJT to include administrative procedure and a minimum of surveillance inspection/Audit with a qualified Aerodrome Inspector.

2.3.1 Evaluation:

After satisfactory completion of OJT, the ASSD technical staff will be evaluated for satisfactory completion of task as per the Aerodrome Inspector Handbook.



Then DG CAAN will issue credential of Aerodrome Inspector to successful candidate.

Upon issuance of credential of Aerodrome Inspector, the New Aerodrome Inspector is considered of competent in carrying out Aerodrome Safety Oversight and Aerodrome Certification Audit task independently. The OJT training records will be updated in Aerodrome Inspector Personal/Training file as laid on Appendix B.

2.3.2 Senior Aerodrome Inspector:

An Aerodrome Inspector is considered as Senior Aerodrome Inspector (to be used as an OJT instructor) if he/she completes all the required qualification, training and should have a working experience of at least 3 years period. The OJT training records will be updated in Aerodrome Inspector Personal/Training file as laid down in Appendix- B.

2.4 Advanced Course for Aerodrome Inspectors:

It is a specialized training imparted to Aerodrome Inspectors depending on their assigned duties and responsibilities.

The Advanced Course includes following courses:

- i. Friction Testing and PCN Evaluation.
- ii. Fire Vehicle Operation and Maintenance Training
- iii. Implementing Annex 14: Advanced Aerodrome Design and Operations.
- iv. PANS Aerodrome Training
- v. SSP Implementation Training
- vi. Advanced SMS Training
- vii. Safety Risk Assessment Training

- viii. Assessment of Physical Characteristics & Electrical Systems
- ix. Obstacle Control
- x. Assessment and Reporting of Runway Surface Condition (GRF Implementation).
- xi. Airport Emergency Planning and Disable Aircraft Removal
- xii. Safety Oversight Inspectors (Aerodrome) Course or Audit technique Course (Aviation)
- xiii. Signs, Marking & Lights
- xiv. Universal Safety Oversight Audit Program (USOAP) Continuous Monitoring Approach (CMA).

2.5 Aerodrome Inspector Refresher Training:

Refresher training is an aspect of recurrent training taken by a person already qualified or previously assessed as competent in a field with the intention of updating skills and/or knowledge to a changed standard or providing the opportunity to ensure that no important skills or knowledge have been lost due to lack of usage. Aerodrome Inspector refresher training will be scheduled for a minimum of one refresher training course every two years.

The refresher training includes following training but not limited to:

- i. Aerodrome Certification Course
- ii. Safety Management Course (SMS) or State Safety Program (SSP) Course.
- iii. Annex-14 Training
- iv. Wildlife Hazard Management Training
- v. Safety Risk Assessment/Aeronautical Study Training
- vi. Hazard Identification and Risk Mitigation Course
- vii. Airport Master Planning



viii. Emergency Response Team

3. Training Need Assessment

Director of ASSD will carry out training need assessment to evaluate the existing skill strength and weakness of ASSD technical staff. The assessment will analyze the desired training against existing training in order to identify the gaps. Thus, the identified gap will be addressed in accordance with personnel training plan and personnel File as appendix A & B. In addition, Training Need Assessment is based on requirements of each Aerodrome Inspectors. Each aerodrome inspectors requires refresher training as well as advanced training course. The priority of the training is assessed by the director of ASSD based on the departmental requirements as per Appendix A.

4. Training Plan for Aerodrome Inspector:

Director of ASSD shall approve "Training Plan for Aerodrome Inspector" in the month of January of each year as laid in Appendix A of this Training program. The training plan is the forecast of training that needs to be provided to Aerodrome Inspector in that year. This forecast is based on the "Yearly review of training provided to the Aerodrome Inspector" for previous year, which is also prepared annually in the month of January to facilitate preparation of "Training Plan for Aerodrome Inspector" for the present year. The "Training Plan for Aerodrome Inspector" and "Yearly review and maintenance of training provided to Aerodrome Inspector" will be carried out by the document controller assigned by Director of ASSD.



After the preparation of draft “Training Plan for Aerodrome Inspector”, it is presented to all the Aerodrome Inspectors during an ASSD meeting. The inputs from Aerodrome Inspectors during the meeting will be discussed and if found appropriate, such inputs are included in Final version of “Training Plan for Aerodrome Inspector”. The final version of “Training Plan for Aerodrome Inspector” will be forwarded to Director of ASSD through an internal office memo after verifying the proposed training plan. Director of ASSD will then forward the “Training Plan for Aerodrome Inspectors” to Dy. Director General, ASSRD who will then forward it to Director General, CAAN for necessary review and approval. Director General will hold discussion on “Training Plan for Aerodrome Inspector” with Dy. Director General (ASSRD), Human Resource Department, administration department and other department as deemed necessary before approving it.

Based on this document, Human Resource Department will identify the training that is required for individual Aerodrome Inspectors in that year and identify the sources which can deliver these training to individual Aerodrome Inspector as per “Training Plan for Aerodrome Inspector” approved by Director General, CAAN. The training will thereafter be planned accordingly.

The approved “Training Plan for Aerodrome Inspectors” for each year shall be included in Aerodrome Inspector Personal/Training File. Director of ASSD will monitor the progress of “Training Plan for Aerodrome Inspector” regularly to ensure that all the training as required by “Training Plan for Aerodrome Inspectors” is being conducted in a timely manner in order to ensure that the



competency of Aerodrome Inspectors being maintained. If there is any deviation on training plan same shall be highlighted to Director of ASSD during ASSD Monthly meeting. Aerodrome Safety Standard Department will prepare “Yearly review of training provided to Aerodrome Inspectors” annually during the month of January every year. Such review will enable Director to have record of trainings planned vs. record of training actually conducted to each Aerodrome Inspectors. This record of planned vs. actual training conducted will enable the Director to prepare the “Training Plan for Aerodrome Inspectors” for next year.

The “Yearly review of training provided to Aerodrome Inspectors” shall also be included in individual Aerodrome Inspectors Personal/Training File for record purpose.

5. Training Organizations:

ASSD may provide training to Aerodrome Inspectors and ASSD technical staffs from Civil Aviation Authority of Nepal or in association with international organizations like ICAO, COSCAP, ACI, SAA etc.

6. Aerodrome Inspectors Training file:

The Aerodrome Inspectors Personal/Training files are kept in Technical library established in ASSD. To ensure systematic and comprehensive training of Aerodrome Inspectors it is necessary to maintain an Aerodrome Inspector Personal / Training Files of each Aerodrome Inspector. The Aerodrome Inspector Personal/Training File records must be updated at regular intervals. Record of all 'On-the-Job Training' undergone by Aerodrome Inspector shall be maintained in the respective

  

inspector's Personal/Training File. The list of the Aerodrome Inspector Personal/Training files is laid down in 6.1

6.1. Aerodrome Inspector Personal/Training files shall include the following details:

- a) Copy of Job Description
- b) Copy of Aerodrome Inspector credentials (CAAN "Aerodrome Inspector" credential)
- c) Copy of Latest CV
- d) Copy of Training Certificates including On-the-Job Training Records
- e) Copy of Office Identity card
- f) Training plan for Aerodrome Inspector
- g) Yearly review of training provided to Aerodrome Inspector

It is the responsibility of individual Aerodrome Inspectors to provide their personal details and training certificates to the document controller, who is responsible for maintaining the Aerodrome Inspector Personal/Training file. If there is any change in the above listed documents or after completion of any new trainings or refresher course, it is the responsibility of the individual Aerodrome Inspector to include new details in their Aerodrome Inspector Personal/Training file. The document controller shall verify the records of individual Aerodrome Inspector and Personal/Training file annually in the month of January for its completeness and currency.

The Aerodrome Inspectors Personal/Training File will be retained for 2 years after he/she is being assigned to another post, resigns, retires or when they do not meet the qualification requirements of the Aerodrome Inspector.

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APPENDIX A

**CIVIL AVIATION AUTHORITY OF NEPAL
AERODROME SAFETY STANDARDS DEPARTMENT
Training Plan for Aerodrome Inspector and ASSD Technical Staffs**

Year: 2022

Course	Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I. BASIC COURSE													
Aerodrome Inspector Training Course													
Priority													
Covering:													
Safety Management System													
Aerodrome Certification													
Safety Oversight Training for Aerodrome Inspectors													
II. ADVANCE COURSE													
Airport Emergency Planning and Disable Aircraft Removal													
Friction Testing and PCN Evaluation													
Fire Vehicle Maintenance & Operation													





Appendix B
ASSD Training Record
(Year)

Basic/Initial Refresher/Recurrent

OJT Advanced/Specialized

Name of AI/ASSD Technical Staff

S. No.	Type of Training	Training Area	Training Priority	Training Objective	Training Details	Training Year, Duration, Priority					
						2019/2020		2020/2021		2021/2022	
					Duration	Status	Duration	Status	Duration	Status	
1	Basic/Initial Training										
2	On-the-Job Training										
3	Refresher/Recurrent Training										
4	Advanced/Specialized Training										

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