

TRAINING PROGRAM
FOR
AERODROME INSPECTORS

First Edition

January, 2022

Second Amendment

August 2023

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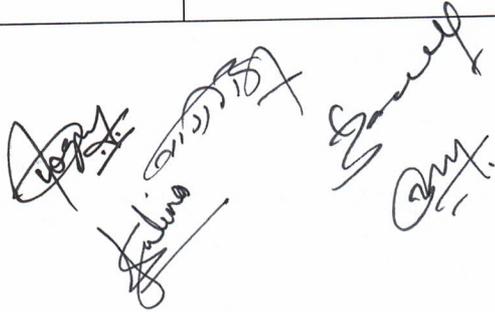
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Record of Amendments

Revision /Version Number	Chapter changed	Pages Replaced	Signature	Date
1	Objectives of trainings: 2.1.1,2.2.1, 2.3.1,2.4.1, 2.5.1			
2	Training Need assessment, 3			
3	Basis to conduct TNA, 3.1			
4	Appendix A			
5	Appendix B			


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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.

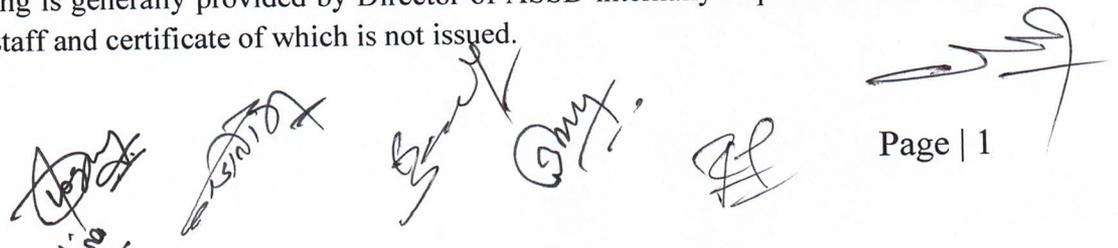
2.1 **Induction Training:**

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, regulations
- b) CAAN requirements related to aerodromes.
- c) CAAN Advisory Circular 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

2.1.1 **Objective of Induction Training:**

Induction Training is a structured program to educate the ASSD technical staff on current policies, procedures and requirements as they are being implemented. This main objective of this training is to provide them with necessary knowledge and skills to perform their job effectively and efficiently. To keep personnel abreast of new industry developments, and to provide first-hand knowledge of new developments, including management principles. This training is generally provided by Director of ASSD internally in presence of ASSD technical staff and certificate of which is not issued.



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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.

2.2.1 Objective of Basic Training Courses:

The objective of basic training courses is to provide inspectors with a comprehensive understanding of aerodrome operations and regulations. Other objectives are to equip inspectors with the necessary skills and knowledge to conduct inspections and audits of aerodromes. And to ensure that the safety risks associated with aerodrome operations and are able to identify and address potential hazards.

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) or Aerodrome Safety Compliance and Auditing.
- 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 experienced 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.

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 participations 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 Objective of OJT:

The objective of OJT is to allow the ASSD technical staff to observe and experience the tasks that Aerodrome Inspector actually performs. Through OJT, aerodrome inspectors can gain practical experience, familiarize themselves with specific operations and equipment of the aerodrome they inspecting, and learn from experienced aerodrome inspectors.

2.3.2 Evaluation:

After satisfactory completion of OJT, the ASSD technical staff will perform a minimum of a surveillance inspection/Audit with qualified Aerodrome Inspector which is 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.

2.3.3 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:

2.4.1 Objective of Advanced Training:

The main objective of providing advanced training courses to aerodrome inspectors is to improve the knowledge and skills of aerodrome inspectors in order to enhance safety at aerodromes, ensuring that aerodrome inspectors are up-to-date with the latest regulations and technologies and best practices in aviation safety and to promote safety culture by emphasizing the importance of continuous learning and professional development.

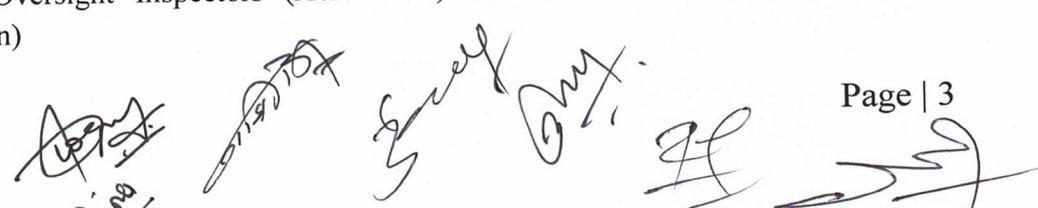
- i. Implementing Annex 14: Advanced Aerodrome Design and Operations.
- ii. PANS Aerodrome Training
- iii. SSP Implementation Training
- iv. Advanced SMS Training
- v. Safety Risk Assessment Training
- vi. ICAO AGL Fundamentals or AGL Serviceability Standards

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. 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. 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.
- iv. Annex-14 Training
- v. Wildlife Hazard Management Training
- vi. Safety Risk Assessment Training
- vii. Fire Vehicle operation and maintenance Training
- viii. Aerodrome Inspection

2.5.1 Objective of Refresher Training:

Refresher training is provided to aerodrome inspectors 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. Refresher training helps aerodrome inspectors to stay current with the latest regulations, technology and procedures.

3. Training Need Assessment

CAAN 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 carried out on the following basis. Each aerodrome inspectors requires refresher training as well as advanced training course.

3.1 Basis to conduct Training Need Assessment

- 3.1.1 Identify the job roles and responsibilities of aerodrome inspectors and their required competencies.
- 3.1.2 Conduct a job analysis to determine the knowledge, skills, and abilities (KSAs) required for successful performance in the role.
- 3.1.3 Develop a survey to gather information from the aerodrome inspectors regarding their training needs, including areas where they feel they need more support or training.
- 3.1.4. Analyze the survey results to identify common training needs and areas of improvement.
- 3.1.5 Create a training plan that addresses the identified training needs, including developing or sourcing relevant training materials, scheduling training sessions and identifying the approved training organization.
- 3.1.6 Evaluate the effectiveness of the training program annually by gathering feedback from participants and assessing changes in job performance and productivity.
- 3.1.7 Continuously review and update the training program to ensure it remains relevant and effective in meeting the evolving needs of the aerodrome inspectors.

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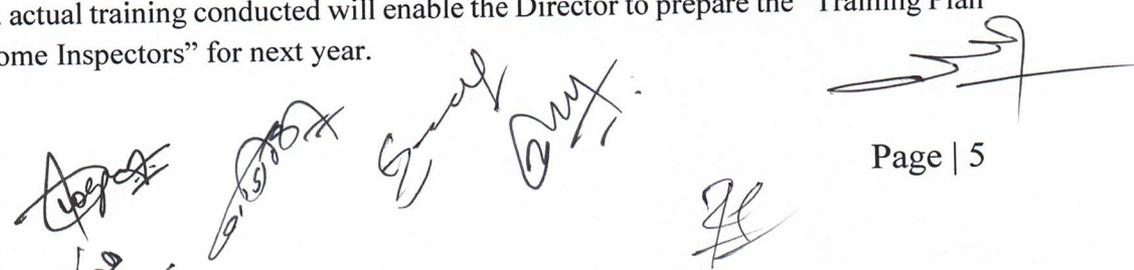
4. Training Plan for Aerodrome Inspector:

ASSD shall prepare "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 of training provided to Aerodrome Inspector" will be carried out by an Aerodrome Inspector 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. 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 5.1

5.1 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 "Airport Restricted Area Pass"
- f) Copy of Office Identity card
- g) Training plan for Aerodrome Inspector
- h) 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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