



## AIRSPACE AND AERODROME REGULATIONS INSPECTORS TRAINING

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### PROGRAM

VERSION : 1.0  
DATE OF IMPLEMENTATION : 30-10-2016  
OFFICE OF PRIME INTEREST : Directorate of Airspace & Aerodrome Regulations

	NAME	DESIGNATION	SIGNATURE
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TYPE OF DOCUMENT	PROGRAM (PRG).		
STATUS OF DOCUMENT	CONTROLLED		

## 1. PURPOSE:

- 1.1 To establish requirements and define strategy for provision of comprehensive, systematic and job oriented training to the Inspectors and Officials of the Directorate of Airspace and Aerodrome Regulations in relevant disciplines to ensure their competency level.

## 2. SCOPE:

- 2.1 This training program addresses Basic/Initial, On Job, Specialized and Recurrent Training requirements for the Directorate of Airspace and Aerodrome Regulations and is applicable for the following specialized elements and related subjects:
- 2.1.1 Air Traffic Management/Air Traffic Services (ATM/ATS),
  - 2.1.2 Procedure Design (PANS-OPS),
  - 2.1.3 Aeronautical Information Service (AIS),
  - 2.1.4 Aeronautical Charts (Cartographic Services),
  - 2.1.5 Meteorological Services for Air Navigation (MET),
  - 2.1.6 Air Space Management,
  - 2.1.7 Search and Rescue (SAR),
  - 2.1.8 Communication, Navigation and Surveillance Systems (CNS),
  - 2.1.9 Aerodromes and Aerodrome Certifications
  - 2.1.10 National Airfield Clearance Policy (NACP)

## 3. OBJECTIVES:

- 3.1 The Objectives of the training program is to:
- 3.1.1 develop basic skills and knowledge to conduct safety oversight inspection,
  - 3.1.2 enhance and update the professional competency of Auditors/inspectors,
  - 3.1.3 ensure continued competency of inspectors in their relevant areas,
  - 3.1.4 establish sound inspection and follow-up practices, including post inspection surveillance.

## 4. TRAINING RESPONSIBILITY:

- 4.1 Director AAR through respective Additional Directors will be responsible to:
- 4.1.1 Plan, prepare, review, finalize and update the training programme keeping in view the training requirement of Inspectors and related trade staff.
  - 4.1.2 Nominate the Inspectors and trade staff for the training planned annually.
- 4.2 Director HR through Additional Director HR (Trg & Dev) will be responsible to:
- 4.2.1 Explore appropriate institutions for inland and foreign trainings as per approved plan.
  - 4.2.2 Process the nominations in a timely manner.

- 4.2.3 Get approval from higher forums, whenever applicable.
- 4.2.4 Process registration of nominee for foreign trainings.
- 4.2.5 Plan annual budget required for the conduct / arrangement of approved trainings.
- 4.2.6 Issue detailing instructions.
- 4.2.7 Arrange allocation of local and foreign exchange budgets for issuance of passport, visa, air tickets, tuition fee and daily subsistence allowance in case of foreign trainings.
- 4.2.8 Arrange passport, visa and air tickets for the nominees.
- 4.3 D.OPS will be responsible to ensure nomination of at least one ANS Inspector for the training on implementation of new ATS / ATM Procedures or equipment.
- 4.4 D. CNS / Director (P & D) will be responsible to:
  - 4.4.1 Ensure nomination of at least one CNS Inspector for factory/OEM training on induction of new equipment or replacement of old equipment pertaining to Communication, Navigation & Surveillance related systems.
  - 4.4.2 Ensure nomination of at least one inspector as a member of team for Factory Acceptance Test (FAT) / Site Acceptance Test (SAT) on induction of new equipment pertaining to Communication, Navigation & Surveillance related systems.
- 4.5 The nominated Training coordinator by DAAR will assume the responsibility of training officer in addition to his/her own duties. He / She will act as focal person for all training activities and will monitor implementation of annual training plan in coordination with all related stakeholders, particularly HR training branch.

## 5. CLASSIFICATION, OBJECTIVE AND METHODOLOGY OF TRAINING:

### 5.1 INITIAL / BASIC TRAINING:

#### 5.1.1 OBJECTIVE:

- 5.1.1.1 To provide an overview to the Safety Oversight, ANS, Aerodrome and CNS setup, duties and responsibilities relevant regulatory provisions and relevant ICAO documents, which would provide the required understanding of aviation system and the role to be played by DAAR inspectors in the system.

#### 5.1.2 METHODOLOGY:

- 5.1.2.1 Technical personnel who have completed a specified period of service in CAA or MET Department as applicable and or adequately qualified as specified in respective inspector handbook will be deployed as trainee inspectors. After deployment, these officers will be provided basic / initial training. This training will be for every inspector regardless of his / her field of oversight.
- 5.1.2.2 The training will be classroom based consisting of following modules followed by requisite on job training.

5.1.2.3 The basic training shall cover following:-

Module	Title	Duration	Trainer
Module-1	Overview of International Civil Aviation Organization (ICAO)	01 Hours	Suitable officer from Regulatory Directorate
Module-2	The Chicago Conventions	02 Hours	Suitable officer from Regulatory Directorate
Module-3	ICAO Annexes, Doc. And PANS	02 Hours	Suitable officer from Regulatory Directorate
Module-4	Regional supplementary procedure	01 Hour	Suitable officer from Regulatory Directorate
Module-5	Global aviation safety plan	03 Hours	Suitable officer from DAAR
Module-6	Global air navigation plan	03 Hours	Suitable officer from Ops Directorate
Module-7	Human factor guidance for ATM system	01 Hours	Suitable officer from DAAR
Module-8	ICAO On line CMA framework orientation	02 Hours	Suitable officer from Regulatory Directorate
Module-9	Overview of Aviation System, Aviation Division, Regulatory Directorate and their functions	01 Hour	Suitable officer from Regulatory Directorate
Module-10	CAA Ordinance and Civil Aviation Rules and Hierarchy of regulation, delegation of powers	02 Hours	Suitable officer from Legal Branch
Module-11	State oversight obligations	01 Hour	Suitable officer from Regulatory Directorate
Module-12	State Safety Program and SMS	02 Hours	Additional Director SSP/Additional Director SQMS
Module-13	Quality Management System (QMS)	02 Hours	Suitable officer from SQMS Directorate

Module	Title	Duration	Trainer
Module-13	Resolution of safety concern	02 Hours	Suitable officer from DAAR
Module-14	Enforcement planning and procedure	01 Hours	Suitable officer from Airworthiness Directorate
Module-15	Inspectors ethics, conduct and credentials	01 Hour	Suitable officer from DAAR
Module-16	Basic IT Introduction to MS Office, Word, Mail Merge, MS Power Point, MS Excel	07 Hours	Suitable officer from IT Branch

## 5.2 WHO TO ATTEND:

5.2.1 Technical personnel from CAA and MET Department deployed as inspectors and trade staff in Directorate of Airspace and Aerodrome Regulations.

## 5.3 DURATION OF TRAINING:

5.3.1 Five days (34 hours approximately)

## 6. ON JOB TRAINING:

### 6.1 OBJECTIVE:

6.1.1 To enable trainee inspectors to handle their responsibilities independently.

### 6.2 METHODOLOGY:

6.2.1 The new inspectors shall be deployed with the existing inspectors for orientation and familiarization and gaining practical experience of conducting safety oversight audit.

6.2.2 On successful completion of OJT the instructor inspector shall recommend the officers for independent duties as inspector using Trainee Inspector Evaluation Form (CAAF-002-ARXX).

6.2.3 A board of officers comprising DAAR and respective Additional Director shall evaluate the trainee inspector and authorize for independent audit/inspection of respective area.

6.2.4 The OJT shall encompass following:

6.2.4.1 familiarization of the Job assigned;

6.2.4.2 briefing about the Directorate and its associated branches;

6.2.4.3 document record and control procedures, handling of correspondence, filing and maintenance of records;

6.2.4.4 practice of Letter writing – internal/external, Loose Minute, Minute;

- 6.2.4.5 in-depth understanding of respective inspectors handbook;
- 6.2.4.6 handling of amendment to the ICAO Annexes to the convention and Documents;
- 6.2.4.7 filing of differences with ICAO;
- 6.2.4.8 in-depth understanding of respective ICAO Audit Protocol Questions;
- 6.2.4.9 participation of the trainee inspectors as an observer in at least one inspection conducted by a qualified Inspector of respective field; and
- 6.2.4.10 conduct of at least one inspection under supervision before assigning independent oversight duties.

### 6.3 **WHO TO ATTEND:**

- 6.3.1 Technical personnel who have completed Basic/initial training and are deployed as inspector in AANS, Aerodrome and Technical Standards branches of DAAR.

### 6.4 **DURATION OF TRAINING:**

- 6.4.1 Depending upon schedule of audit so as to acquire training one as observer and one under supervision. The training on rest of part should not exceed 15 working days.

## 7. **SPECIALIZED TRAINING:**

### 7.1 **OBJECTIVE:**

- 7.1.1 To provide AANS, Aerodrome and CNS auditors / inspectors with the knowledge skills and attitudes necessary to carry out Audit / inspection for effective & efficient Air Safety Oversight audit duties at par with international standards.

### 7.2 **METHODOLOGY:**

- 7.2.1 Based on the requirements as well as availability of courses at different training institutes in land and abroad, Sr. Joint Director Coordination – DAAR after obtaining nominations from respective Additional Director shall include specialized training in annual training plan in coordination with Additional Director HR (OD&TM). An indicative list but not limited to is given below:

#### 7.2.1.1 **Airspace and Air Navigation Standards:**

Sr. No.	Name of Course	Who to attend	Course available at
1.	Safety Oversight Inspector Course (Air Navigation Services)	All officers deployed as inspectors	SAA, KOICA, MCTP, JICA or any institute
2.	Air Navigation Services ATM Inspectors Course	The officers deployed as ATM Inspectors	SAA, KOICA, MCTP, JICA or any institute
3.	Air Navigation Services MET Inspectors Course	The officers deployed as MET Inspectors	SAA, KOICA, MCTP, JICA or any institute
4.	Instrument Flight Procedure Design Inspector Course	The officers deployed as Procedure Design Inspectors	CAAC, SAA, KOICA, MCTP, JICA or any institute

Sr. No.	Name of Course	Who to attend	Course available at
5.	On-the Job Training Instructor course	Inspector nominated by DAAR/ AdID AANS	CATI
6.	Air Navigation Services SAR Inspector Course	The officers deployed as SAR Inspectors	SAA KOICA, MCTP, JICA or any institute
7.	Air Navigation Services AIM Inspector Course	The officers deployed as AIS Inspectors	SAA KOICA, MCTP, JICA or any institute
8.	Safety Management System Course	All officers deployed as inspectors	HQCAA SQMS Directorate Karachi
9.	Quality Management System Implementation Course	All officers deployed as inspectors	As determined by HR
10.	Human factors principals in Air Navigation Services	All officers deployed as inspectors	As determined by HR
11.	Communication Skills Course	All officers deployed as inspectors	As determined by HR
12.	Report writing Skills Course	All officers deployed as inspectors	As determined by HR
13.	Accident & incident analysis Course	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
14.	Safety Data collection & analysis Course	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
15.	ADS-B , ADS-C and CPDLC operational concept	Officer assigned responsibilities of ATM and Airspace Management	SAA KOICA, MCTP, JICA or any institute
16.	Performance Based Navigation (PBN) application in Air Traffic Management (ATM)	Officer assigned responsibilities of Procedure Design	SAA KOICA, MCTP, JICA or any institute
17.	Airspace Management course	Officer assigned responsibilities of Airspace Management Inspector	SAA KOICA, MCTP, JICA or any institute
18.	Aeronautical Charts (Cartography)	Officer assigned responsibilities of Aeronautical Charts (Cartography)	SAA KOICA, MCTP, JICA or any institute
19.	Search & Rescue Administrators Course	The Officers deployed as SAR Inspectors	SAA KOICA, MCTP, JICA or any institute
20.	Safety Audit of Air Traffic Services	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
21.	Air Disasters: Crisis Planning & Business	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
22.	Procedures and Design Process for Performance Based Navigation (PBN) Airspace Course	Officer deployed as Procedure Design Inspector	SAA KOICA, MCTP, JICA or any institute



Sr. No.	Name of Course	Who to attend	Course available at
23.	Safety Oversight Management and Practical Preparation for ICAO USOAP – CMA	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
24.	Regulatory Audit Procedures Course	All officers deployed as inspectors	SAA, KOICA, MCTP, JICA or any institute
25.	Safety Oversight Managers	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
26.	Lead Auditor Course II	All officers deployed as inspectors	As determined by HR
27.	Effective Decision Making Skills	All officers deployed as inspectors	As determined by HR
28.	Time and Stress Management	All officials deployed in AANS Branch	As determined by HR
29.	Problem Solving & Decision Making	All officials deployed in AANS Branch	As determined by HR
30.	Communication Skills / Effective Inter Personnel Skills	All officials deployed in AANS Branch	As determined by HR
31.	Essential Statistics for Managers	All officials deployed in AANS Branch	As determined by HR
32.	3 D Presentation Skills	All officials deployed in AANS Branch	As determined by HR
33.	Advance MS Excel	All officials deployed in AANS Branch	As determined by HR
34.	Office Organization & Management	All officials deployed in AANS Branch	CATI
35.	Office Organization & Service Writing	All officials deployed in AANS Branch	CATI

7.2.1.2 **Aerodrome Standards:**

Sr. No.	Name of Course	Who to attend	Course available at
1.	Safety Oversight Inspector Course	All officers deployed as inspectors	SAA, KOICA, MCTP, JICA or any institute
2.	Emergency Management Workshop	Inspector nominated by DAAR/ AdIDS AS	SAA, KOICA, MCTP, JICA or any institute
3.	Aerodrome Safety Operations	Inspector nominated by DAAR/ AdIDS AS	SAA, KOICA, MCTP, JICA or any institute
4.	On-the Job Training Instructor course	Inspector nominated by DAAR/ AdID AANS	CATI
5.	Safety Management System Course	All officers deployed as inspectors	HQCAA SQMS Directorate Karachi
6.	Control of Obstacles around an aerodrome / ICAO OLS Course	Officer assigned responsibilities for the control of obstacles (NACP)	SAA KOICA, MCTP, JICA or any institute

Sr. No.	Name of Course	Who to attend	Course available at
7.	Quality Management System Implementation Course	All officers deployed as inspectors	As determined by HR
8.	Human factors principals in Air Navigation Services	All officers deployed as inspectors	As determined by HR
9.	Communication Skills Course	All officers deployed as inspectors	As determined by HR
10.	Report writing Skills Course	All officers deployed as inspectors	As determined by HR
11.	Accident & incident analysis Course	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
12.	Safety Data collection & analysis Course	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
13.	Safety Oversight Management and Practical Preparation for ICAO USOAP – CMA	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
14.	Regulatory Audit Procedures Course	All officers deployed as inspectors	SAA, KOICA, MCTP, JICA or any institute
15.	Safety Oversight Managers	All officers deployed as inspectors	SAA KOICA, MCTP, JICA or any institute
16.	ICAO Annex-14 Requirements and Application,	All officers deployed as inspectors	SAA
17.	Aerodrome Safety Operations (Jointly organized with UK Civil Aviation Authority International)	All officers deployed as inspectors	SAA
18.	Lead Auditor Course II	All officers deployed as inspectors	As determined by HR
19.	Effective Decision Making Skills	All officers deployed as inspectors	As determined by HR
20.	Time and Stress Management	All officials deployed in AS Branch	As determined by HR
21.	Problem Solving & Decision Making	All officials deployed in AS Branch	As determined by HR
22.	Communication Skills / Effective Inter Personnel Skills	All officials deployed in AS Branch	As determined by HR
23.	Essential Statistics for Managers	All officials deployed in AS Branch	As determined by HR
24.	3 D Presentation Skills	All officials deployed in AS Branch	As determined by HR
25.	Advance MS Excel	All officials deployed in AS Branch	As determined by HR
26.	Office Organization & Management	All officials deployed in AS Branch	CATI
27.	Office Organization & Service Writing	All officials deployed in AS Branch	CATI

7.2.1.3 **Technical Standards:**

Sr. No.	Name of Course	Who to attend	Course available at
1.	Regulatory Audit Procedures Course	All officers Deployed as CNS Inspectors	SAA Singapore
2.	Electronic Safety Tools	CNS Inspector nominated by DAAR	IAAA Korea
3.	Safety Oversight Managers	CNS Inspector nominated by DAAR	SAA Singapore
4.	GNSS Introduction	CNS Inspector nominated by DAAR	KCATC Korea
5.	ILS Maintenance	CNS Inspector responsible for Nav. Aids inspections	KCATC Korea
6.	Radar Concepts	CNS Inspector responsible for Radar (Surveillance) inspections	KCATC Korea
7.	Workshop on Human Factors in Aviation	CNS Inspector nominated by DAAR	SAA Singapore
8.	Seminar on CNS / ATM	CNS Inspector deployed on ATM/Surveillance inspections	SAA Singapore
9.	Regulatory Audit Procedures Course	All officers deployed as inspectors	SAA, KOICA, MCTP, JICA or any institute
10.	Safety Oversight Management and Practical Preparation for ICAO USOAP – CMA	All officers deployed as CNS inspectors	SAA KOICA, MCTP, JICA or any institute
11.	ADS-B , ADS-C and CPDLC operational / technical concept	Officer assigned responsibilities of ATM and Airspace Management	SAA KOICA, MCTP, JICA or any institute
12.	Lead Auditor Course I	All officers Deployed as CNS Inspectors	In house training
13.	Lead Auditor Course II	All officers Deployed as CNS Inspectors	In house training
14.	Effective Decision Making Skills	All officers Deployed as CNS Inspectors	In house training
15.	Time and Stress Management	All officers Deployed as CNS Inspectors	In house training
16.	Problem Solving & Decision Making	All officers Deployed as CNS Inspectors	In house training
17.	Communication Skills / Effective Inter Personnel Skills	All officers Deployed as CNS Inspectors	In house training
18.	Essential Statistics for Managers	All officers Deployed as CNS Inspectors	IBA
19.	3 D Presentation Skills	All officers Deployed as CNS Inspectors	PIM
20.	Advance MS Excel	All officers Deployed as CNS Inspectors	PIM

Sr. No.	Name of Course	Who to attend	Course available at
21.	Office Organization & Management	All officers Deployed as CNS Inspectors	CATI
22.	Office Organization & Service Writing	All officers Deployed as CNS Inspectors	CATI
23.	VHF Extended Range	Officers deployed for inspection of VHF or EVHF Equipment	CATI
24.	DVLS Ops & Maintenance	CNS Trade Specialist	CATI

**Note-1:** DAAR in consultation with HR Directorate shall prepare annual training plan containing list of personnel who are expected to undergo the subject trainings before commencement of calendar year for processing and scheduling the courses.

**Note-2:** These courses shall be decided and processed on case to case basis. These courses are subject to availability of trainings from foreign aviation training institutes and acceptance of credential of nominees from CAA by the host institutes. For the courses available within Pakistan, only advance level trainings would be acquired from foreign institutes. Efforts should be made to avail the trainings if available at local institutes first. CAA may be also conduct the trainings, within Pakistan through International forums/trainers/trainings institutes.

**Note-3:** All the nominations, processing of the trainings for inland, CATI or foreign trainings shall be made in line with policies as prescribed by HR.

**Note-4:** The courses mentioned from international training organization would depend on acceptance of the nominations from host agencies as will as approval of the competent authority.

**Note-5:** While processing the training nominations, equitable distribution, proper justification for each nominee should be ensured to develop the requisite skills relevant to job nature of the employees.

### 7.3 **WHO TO ATTEND:**

7.3.1 As indicated in above table.

### 7.4 **DURATION OF COURSE:**

7.4.1 The duration of the training depends on the course and the hosting organization.

## 8. **RECURRENT TRAINING:**

### 8.1 **OBJECTIVE:**

8.1.1 To maintain / upgrade competency level and awareness of Inspectors and Trade specialist to the relevant regulations, amendments and developments.

### 8.2 **METHODOLOGY:**

8.2.1 The recurrent training may share contents with the initial training course but varies in emphasis from one to other. The recurrent training course focuses changes from year to year in regulations, guidance material as well as significant events occurring in the aviation industry and the local environment time to time.

8.2.2 The recurrent training will be conducted after every two years. The training will consist of following modules:

Module #	Title	Duration	Trainer
Module-1	Changes in the Civil Aviation Ordinance and CAA Rules	01 Hour	Suitable officer from Legal Branch
Module-2	Amendments new provisions in relevant ICAO Annexes, Documents and Manuals	03 Hours	Suitable officer from DAAR
Module-3	Refresher for Audit and surveillance procedure/inspector handbook	01 Hour	Suitable officer from DAAR
Module-4	Refresher in SSP and Safety Management	02 Hour	Additional Director SSP
Module-5	Refresher in ATM/ ATS	02 Hours	Suitable officer from Ops/AAR Directorate
Module-6	Refresher in Airspace Management	02 Hours	Suitable officer from Ops/AAR Directorate
Module-7	Refresher in Procedure Design.	02 Hours	Suitable officer from Ops/AAR Directorate
Module-8	Refresher in Aeronautical services and Charts.	02 Hours	Suitable officer from Ops/AAR Directorate
Module-9	Refresher in Search and Rescue.	02 Hours	Suitable officer from Ops/AAR Directorate
Module-010	Refresher in Meteorology.	02 Hours	Suitable officer from PMD/DAAR
Module-011	New initiative taken by ICAO and Directorate of Airspace and Aerodrome Regulations.	02 Hours (Aprox.)	Suitable officer from Regulatory Directorate depending upon nature of initiative

### 8.3 WHO TO ATTEND:

8.3.1 All inspectors and trade specialist.

### 8.4 DURATION:

8.4.1 One week (may vary depending upon the contents).

## 9. TRAINING FOR REQUALIFICATION:

9.1 An Inspector who has been out of the Directorate of AAR for more than one year shall conduct at least two audit/inspections under supervision.

## 10. REVIEW OF TRAINING PROGRAM:

10.1 In order to ensure that the training of officers / inspectors is continuously updated to keep abreast of latest development taking place in the aviation field this program will be reviewed after every three years or earlier if deemed necessary. The feedback received after training may be used as one of the basis for the review of this document.

## 11. PREPARATION OF TRAINING PLAN:

11.1 Sr. Joint Director Coordination – DAAR shall establish and maintain annual training plan that sets out the training to be provided to each of the officer/inspector. The plan shall be prepared in coordination with Additional Director HR TM.

## 12. PROCESS FOR CONDUCTING VARIOUS TRAINING:

12.1 Except for training conducted within the Directorate, respective Additional Director will move the proposal for individual training through Director AAR as per approved annual training plan. The proposal will be forwarded to additional Director HR TM for the approval of DGCAA and Aviation Division (where applicable).

## 13. TRAINING FILES AND RECORDS:

13.1 All the trainings completed by the officers would be documented and placed in their personnel files and in training record folder using CAAF-003-ARXX.

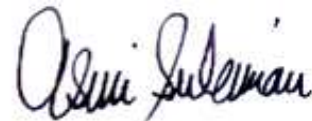
13.2 The officer/inspector who completes a formal training course will received a certificate of completion. The record of certificate will be kept in their personnel file.

13.3 On completion of training each officer shall complete a Training Feedback Form (CAAF-002-HRTD). The feedback will be considered while reviewing training program.

13.4 On Job Training record i.e. Trainee Inspector Evaluation Form (CAAF-002-ARXX) will be kept in his/her personnel file.

## 14. IMPLEMENTATION

14.1 This training program shall be implemented with immediate effect.



(ASIM SULEIMAN)

Air Marshal (Retd.)  
Director General  
Pakistan Civil Aviation Authority

Dated:- 31st October, 2016

  
(ENGR. MUHAMMAD AZHAR SALEEM)  
Director Airspace and Aerodrome Regulations

Dated:- \_\_\_\_\_ October, 2016  
File No. HQCAA/1111/010/ARAN

**APPENDIX "A"**


 پاکستان سول ایوی ایشن اتھارٹی	<b>CIVIL AVIATION AUTHORITY</b> <b>INSPECTOR ON JOB TRAINING</b> <b>EVALUATION REPORT</b>	<b>CAAF-002-ARXX-1.0</b>
<b>Directorate of Airspace &amp; Aerodrome</b>		
<b>Branch-----</b>		

ANS/TS/AS Element:					
Name of Trainee Inspector:			Designation:		
			CAA No.		
Training Module	Level of understanding of Trainee			Remarks	
	Below Average	Average	Above Average		
Familiarization of the Job assigned					
Understanding about the Directorate and its associated branches					
Knowledge of Document record and control procedures, handling of correspondence, filing and maintenance of records					
Letter writing – internal/external, Loose Minute, Minute					
in-depth understanding of respective inspectors handbook					
Handling of amendment to the ICAO Annexes to the convention and Documents					
Filing of differences with ICAO					
in-depth understanding of respective ICAO Protocol Questions					
Participation of the trainee inspectors in Safety Oversight inspection/audit as an observer					
Conducting inspection/audit under supervision					
Date of 1 <sup>st</sup> Inspection:	From:	To:		Location:	
Performance Evaluation:					
Date of 2 <sup>nd</sup> Inspection	From:	To:		Location:	
Performance Evaluation:					
Instructor Comments:	Recommended / Not Recommended for Independent SOA Inspection		Signature		
Respective Additional Director Comments:	Recommended / Not Recommended for Independent SOA Inspection		Signature		
Director AAR Comments:	Recommended / Not Recommended for Independent SOA Inspection		Signature		

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**APPENDIX "B"**

		<b><u>CIVIL AVIATION AUTHORITY</u></b> <b><u>TRAINING RECORD</u></b>		<b>CAAF-003-ARXX-1.0</b>	
		<b>Directorate of Airspace &amp; Aerodrome</b>			
		<b>Branch-----</b>			
<b>Personal Details</b>					
NAME:					
DESIGNATION					
BASIC QUALIFICATION					
CAA No.					
CONTACT No.					
EMAIL:					

**Technical Qualifications:**

Sr. No.	Courses/Trainings	From	To	Grade	Institute
01.					
02.					
03.					
04.					
05.					
06.					
07.					
08.					
09.					
10.					
11.					
12.					
13.					

**Workshops/Seminars**

Sr. No.	Title	From	To	Type	Place/Institute
01.					
02.					
03.					

**Experience:**

Sr. No.	Work Experience	Location
1		
2		
3		
4		
5		

**Additional Information (if any):**

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