

QUYẾT ĐỊNH

Về việc ban hành Sổ tay hướng dẫn đào tạo giám sát viên an toàn hoạt động bay

CỤC TRƯỞNG CỤC HÀNG KHÔNG VIỆT NAM

Căn cứ Luật Hàng không dân dụng Việt Nam số 66/2006/QH11 ngày 29/6/2006; Luật sửa đổi, bổ sung một số điều của Luật Hàng không dân dụng Việt Nam số 61/2014/QH13 ngày 21/11/2014;

Căn cứ Nghị định số 66/2015/NĐ-CP ngày 12/8/2015 của Chính phủ quy định về Nhà chức trách hàng không;

Căn cứ Thông tư số 19/2020/TT-BGTVT ngày 6/6/2017 của Bộ trưởng Bộ Giao thông vận tải quy định chi tiết về quản lý và bảo đảm hoạt động bay và Thông tư số 32/2021/TT-BGTVT ngày 14/12/2021 về sửa đổi, bổ sung một số điều của Thông tư số 19/2020/TT-BGTVT;

Căn cứ Quyết định số 651/QĐ-BGTVT ngày 29/5/2023 của Bộ trưởng Bộ Giao thông vận tải quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Cục Hàng không Việt Nam;

Xét đề nghị của Trưởng phòng Quản lý hoạt động bay, Cục Hàng không Việt Nam,

QUYẾT ĐỊNH:

Điều 1. Ban hành kèm theo Quyết định này Sổ tay hướng dẫn đào tạo giám sát viên an toàn hoạt động bay (Air Navigation Services Inspector Training Manual).


Điều 2. Quyết định này có hiệu lực kể từ ngày ký và thay thế Quyết định số 2507/QĐ-CHK ngày 30/10/2019 của Cục trưởng Cục Hàng không Việt Nam Hướng dẫn về công tác huấn luyện nghiệp vụ giám sát viên an toàn hoạt động bay và Quyết định số 2508/QĐ-CHK ngày 30/10/2019 về Chương trình đào tạo nghiệp vụ cơ bản cho Giám sát viên an toàn hoạt động bay.

Điều 3. Trưởng phòng Quản lý hoạt động bay và Thủ trưởng các cơ quan, đơn vị và cá nhân liên quan chịu trách nhiệm thi hành Quyết định này. /.

Nơi nhận:

- Như Điều 3;
- Cục trưởng (để b/c);
- Các Phó Cục trưởng (để biết);
- VATM;
- Cảng vụ HKMB, MT, MN;
- Lưu: VT, QLHĐB (08b).

**KT. CỤC TRƯỞNG
PHÓ CỤC TRƯỞNG**



Hồ Minh Tấn

No: 2338 /QD-CHK

Ha Noi, 27th October 2023

DECISION

**DIRECTOR GENERAL
OF CIVIL AVIATION AUTHORITY OF VIET NAM**

Pursuant to the Law on Civil Aviation of Viet Nam dated 29th June 2006 and the Law amending and supplementing a number of articles of the Law on Civil Aviation of Viet Nam dated 21st November 2014;

Pursuant to Decree No. 66/2015/ND-CP dated 12th August 2015 of the Government on regulations on aviation authorities

Pursuant to Circular No. 19/2017/TT-BGTVT dated 06th June 2017 of Ministry of Transportation on regulation on air navigation service management and assurance and Circular No. 32/2021/TT-BGTVT dated 14th December 2021 of Ministry of Transportation amending and supplementing Circular No. 19/2017/TT-BGTVT dated 06th June 2017;

Pursuant to Decision No. 651/QĐ-BGTVT dated 29th May 2023 of Ministry of Transportation on defining the functions, tasks, powers and organizational structure of the Civil Aviation Authority of Vietnam (CAAV);

At the proposal of Director of Air Navigation Department Civil Aviation Authority of Viet Nam.

DECIDES:

Article 1. Issued together with this Decision the Promulgating ANS Inspector training Manual.

Article 2. This Decision comes into force from the signing date and annuls Decision 2507/QD-CHK dated 30th October 2019 on promulgation of ANS Inspector training Manual and Decision 2508/QD-CHK dated 30th October 2019 on promulgation of ANS Inspector training program.

Article 3. Director of Air Navigation Department, Heads of relevant agencies and organizations are responsible to execute this Decision./.

Where to:

- As Article 3;
- Director General;
- Deputy DG;
- VATM;
- NAA, MAA, SAA;
- Achieve: Clerical assistant, AND (08).

**FOR DIRECTOR GENERAL
DEPUTY DIRECTOR GENERAL**



Ho Minh Tan

MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY OF VIETNAM



AIR NAVIGATION SERVICES
INSPECTOR TRAINING MANUAL

(Attachment of Decision No. 2338/QD-CHK dated 27/10/2023
by Director General)

Hanoi 2023

RECORD OF AMENDMENTS

No.	Date applicable	Date entered	Entered by
955/QD-CHK (Version 1)	14 th Mar 2012	14 th Mar 2012	CAAV
316/QD-CHK (Version 2)	27 th Feb 2014	27 th Feb 2014	CAAV
1378/QD-CHK (Version 3)	16 th July 2015	16 th July 2015	CAAV
725/QD-CHK (Version 4)	01 st May 2016	01 st May 2016	CAAV
2507/QD-CHK and 2508/QD- CHK (Version 5)	30 th October 2019	30 th October 2019	CAAV
2338/QD-CHK (Version 6)	27 th October 2023	27 th October 2023	CAAV

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AUTHORISATION

This manual is an internal document setting out policies and procedures for ANS Inspector training, produced by the Air Navigation Department to provide the information and guidelines needed for staff's training and development to perform their tasks and responsibilities in Civil Aviation Authority of Vietnam.

This manual is a living document and I encourage you to continually contribute to its improvement and also to your work practices covered by the procedures contained in this document.

This document is issued under the authority of the General Director of the Civil Aviation Authority of Vietnam.

Dinh Viet Thang
Director General
Civil Aviation Authority of Vietnam.

PREFACE

Civil Aviation Authority of Viet Nam (CAAV) being a regulatory body has to ensure the competency of its workforce. Hence CAAV is committed to provide training or take other actions to reach the established level of competency, and evaluate the effectiveness of these actions. This policy document provides an overview of various training requirement of ANS Inspectors. The training as envisaged would enable the Inspectors to understand the context, duties and responsibilities, relevant regulatory provisions and make them familiar with the relevant ICAO documents.

This policy document of CAAV provides common guidelines regarding various trainings to enhance the skills and competency of Inspectors. The policy document sets forth the authority and procedural methods to execute various trainings of ANS Inspectors at all level.

All comments and suggestions should be sent to:

Air Navigation Department

Email: and@caa.gov.vn

CONDITIONS OF USE

The assigned manual holder is responsible for the care and upkeep of the manual, and for its revision, in accordance with any instructions or revision material provided by the Civil Aviation Authority of Vietnam.

Assigned manual holders are to ensure that they familiarize themselves with the content of the manual, including any revisions received.

Manual holders with staff management or supervisory responsibilities shall ensure that their subordinate staffs are fully aware of changes to work practices or duties which may occur as a result of revisions to the manual.

The manual holder is encouraged to identify, recommend and submit any requests to amend any part of this manual.

Manual holders and users are not permitted to make any alterations, erasures or use marks of emphasis in this manual.

DISTRIBUTION LIST

DOCUMENT NUMBER	NAME and TITLE of HOLDER
00	Master Copy
01	DG / Director General
02	Human Resource Department
03	Flight Safety Standard Department
04	Airport Management Department
05	Air Navigation Department
06	Science, Technology and Environment Department
07	Finance department
08	Legal - International Cooperation Department
09	Southern Airport Authority
10	Northern Airport Authority
11	Middle Airport Authority
12	Airports Corporation of Vietnam

ABBREVIATIONS

Some common abbreviations/acronyms used in this document are as follows:

AND	Air Navigation Department
CASI	Civil Aviation safety Inspector
ANS	Air Navigation Services
DG	Director General
CAAV	Civil Aviation Authority of Vietnam
CMA	Continuous Monitoring Approach
CE	Critical Element
EI	Effective Implementation
ICAO	International Civil Aviation Organization
LEI	Lack of Effective Implementation OPS Operations
PEL	Personnel Licensing
SMS	Safety management system
SSP	State Safety Programme
SOA	Safety Oversight Audit Section
TRM	Training Road Map
USOAP	ICAO Universal Safety Oversight Audit Programme

DEFINITION

Inspections: One of the most significant duties of CAAV is to conduct inspections in all areas of air transportation. The primary objective of inspection activities is to provide the CAAV with accurate, real-time, comprehensive information for the evaluation of the safety status of the air transportation system.

Investigations: The means in which CAAV determines causal factors of potential or actual problem areas, and are the vehicle to effect appropriate corrective action. These work activities are generated on an “as required” or “as discovered” basis.

Certification: The certification work activities validate the competency of an ANSP and their compliance with appropriate statutory and regulatory requirements prior to active performance in the aviation industry.

Administration: Those functions performed by trainees that do not fit in Inspections, Evaluations, Investigations, Certification or Resolution. For example: aviation education and promoting aviation safety to all segments of the aviation community.

OJT Instructor: A senior inspector with around five (5) years of experience in auditing in the relevant technical area and designated to provide OJT instruction to trainees on specific tasks at Levels I, II, and III, in accordance with established procedures. OJT instructors must have been signed off as competent for the task.

CHAPTER 1. INTRODUCTION

I. Objectives of the document

The Vietnamese civil aviation legislation system provides the framework of one of the most important modes of transportation for Viet Nam both domestically and internationally. A primary objective of the Civil Aviation Law 2006 (amended in 2014) includes enhancing safety, security, efficiency and service quality in the civil aviation system in a sustainable manner, facilitating access to the air transport network and contributing to the safe, smooth flow of passengers, aircraft and cargo within the civil aviation system so that it can contribute to the economic and social development of Viet Nam. An effective safety oversight system is crucial in achieving these objectives.

ICAO safety oversight audits and other ICAO missions have shown that many Contracting States have not established effective safety oversight systems and that qualification of technical personnel are often deficient, thereby creating an opportunity for lack of safety oversights over approval holders. The establishment and management of an effective safety oversight system require a high-level of commitment, without which a State cannot fully satisfy its aviation system safety-related responsibilities

This was further underscored by ICAO's recent comprehensive system approach audit result showing the area of Critical Element 4 (CE-4) "qualified personnel" having the highest lack of effective implementation. Thus, the objective of this document is to provide the Civil Aviation Authority of Vietnam with the guidance to improve its CE-4 effective implementation scoring by increasing the number of qualified inspectors and ensuring all technical staff are properly trained so that the Vietnamese safety oversight activities will be effectively discharged.

In order to provide comprehensive and meaningful guidance on the development and management of the AND's capacity building, a training programme which includes typical training road maps for various functional areas is presented in Chapter 4. The implementation of this programme will ensure that AND is capable of meeting its safety oversight responsibilities.

Furthermore, this document provides an overview of a typical training framework which is used to identify appropriate types of training and respective training providers that will help equip technical personnel with the knowledge and the skill to discharge his/her safety oversight activities. Figure 1 shows a typical capacity building flowchart that AND uses to build internal capacity.

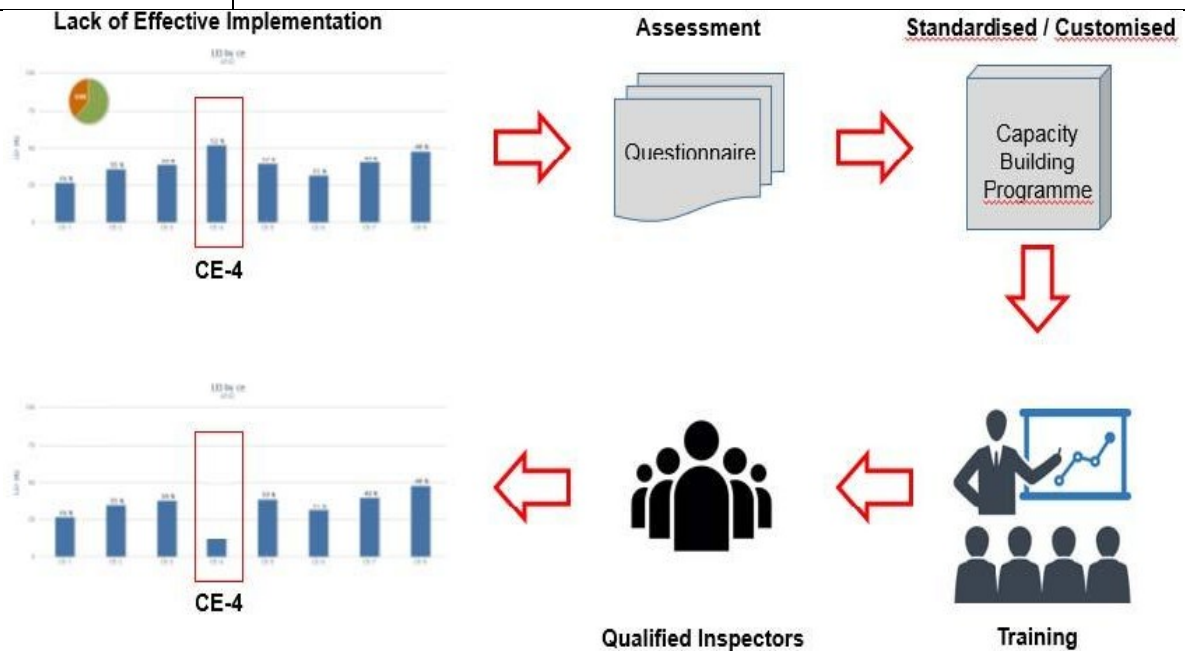


Figure 1. Typical Capacity Building Flowchart

II. Reference documents

The documents listed below are referred to in this manual and have been used as guidance for the development of this training programme manual.

Related Documents:

- ICAO Doc 9379: Manual of Procedures for Establishment and Management of a State's Personnel Licensing System;
- ICAO Doc 9734A: Safety Oversight Manual;
- ICAO Doc 9734B: Regional Safety Oversight Manual;
- ICAO Doc 10070: Manual on the competencies of civil aviation safety inspectors.

III. Safety oversight obligation

When permitting or undertaking aviation activities, the Contracting State incurs certain obligations under Chicago Convention and its Annexes.

To ensure that the State's system is appropriate to the level and scope of their aviation activity, ICAO Document 9734, Part A, mentions that each of these obligations will require consideration of the critical elements of a safety oversight system. This should include:

State policy to systematically manage the safety-critical pressures, dependencies and conflicts affecting the community from internal as well as external sources. Part of that management process call for States to consider the adoption of national requirements that exceed ICAO SARPs in some areas for some circumstances.

While public interest needs to be considered, States need to ensure that a proper system of checks and balances is maintained. The State should retain effective control of important inspection functions. Such functions cannot be delegated, otherwise, the aviation industry will end up regulating themselves and the State's oversight system not be effective.

IV. Critical elements of a safety oversight system

All ICAO Contracting States, in their effort to establish and implement an effective safety oversight system, need to consider the critical elements (CE) for safety oversight.

ICAO Document 9734, Part A, mentions that CEs are essentially the safety defence tools of a safety oversight system and are required for the effective implementation safety oversight critical elements of a safety oversight system encompass the whole spectrum of civil aviation activities, including airworthiness of aircraft, accident/incident investigation, and transport of dangerous goods by air. The effective implementation of the CE is an indication of a state's capability for safety oversight.

ICAO has identified and defined the following critical elements of a State's



Safety oversight system:

CE-1. Primary aviation legislation. The provision of a comprehensive and effective aviation law consistent with the environment and complexity of the State's aviation activity and compliant with the requirements contained in the Convention on International Civil Aviation

CE-2. Specific operating regulations. The provision of adequate regulations to address, at a minimum, national requirements emanating from the primary aviation legislation and providing for standardization operational procedures, equipment and infrastructures (including safety management and training systems), in conformance with the Standards and Recommended Practices (SARPs) contained in the Annexes to the Convention of International Civil Aviation.

CE-3. State civil aviation system and safety oversight functions. The establishment of a Civil Aviation Authority (CAAV) and/or other relevant authorities or government agencies, headed by a Director General, supported by the appropriate and adequate technical and non-technical staff and provided with adequate financial resources. The State authority must have stated regulatory functions, objectives and safety policies.

CE-4. Technical personnel qualification and training. The establishment of minimum knowledge and experience requirements for the technical personnel performing safety oversight functions and the provision of appropriate training to maintain and enhance their competence at the desired level. The training should include initial and recurrent (periodic) training.

CE-5. Technical guidance, tools and the provision of safety-critical information. The provision of technical guidance (including processes and procedures), tools (including facilities and equipment) and safety oversight functions in accordance with established requirements and in a standardized manner. In addition, this includes the provision of technical guidance by the oversight authority to the aviation industry on the implementation of applicable regulations and instructions.

CE-6. Licensing, certification, authorization and approval obligations. The implementation of processes and procedures to ensure that personnel and organisations performing an aviation activity meet the established requirements before they are allowed to exercise the privileges of a license, certificate, authorization and/or approval to conduct the relevant aviation activity.

CE-7. Surveillance obligations. The implementation of processes, such as inspections and audits, to proactively ensure that aviation license, certificate, authorization and/or approval holders continue to meet the established requirements and function at the level of competency and safety required by the State to undertake an aviation-related activity for which they have been licensed, certified, authorized and/or approved to perform. This includes the surveillance of designated personnel who perform safety oversight functions on behalf of CAAV.

CE-8. Resolution of safety concerns. The implementation of processes and procedures to resolve identified deficiencies impacting aviation safety, which may have been residing in the aviation system and have been detected by the regulatory authority or other appropriate bodies.

CHAPTER 2. TRAINING PROGRAMME

I. The key elements of AND's training programme are as follows:

- Training policy statement;
- Training Objectives; and
- Competency-based training.

Once the above foundations are established, the respective training road maps and individual training plan are then established accordingly.

Depending on the available capability, the actual trainings may be carried out under the direct control of CAAV or conducted by other training service providers.

Training road maps are reviewed periodically to establish a customised training road maps where it serves its purposes and needs.

In reviewing the effectiveness of trainings conducted in-house or by a service provider, AND Director is required make a determination as to whether the training methods, syllabus, training standards, related facilities and record keeping are adequate for its technical personnel.

II. Minimum Qualification Requirement

Minimum Qualification Requirement for CASI as follow:

- a) Has a Bachelor Degree/ a professional certificate on one of ANS (ATS, CNS, MET, AIS, MAP-CHARTS, SAR, flight procedure);
- b) At least 5 years of experience working in the field of appointment, included in airspace organising, flight plan, flight rule, ATS, CNS, MET, AIS, MAP-CHARTS, SAR, flight procedure;
- c) Have been trained about safety policy; safety audit, monitoring, licence in ANS; Have certification in safety and safety inspectorate in ANS of one of Training organization that accepted or approved by CAAV;
- d) Fluent in English (reading, understanding, listening, speaking).

(See Summary of ANS CASI Experience Form in Appendix 3)

III. Role and responsibility of AND Director and Technical personnel

3.1 Role and responsibility of AND Director:

With respect to qualification of technical personnel, managers play a key role in assessing gaps between oversight obligations/responsibilities and actual workforce skills, identifying developmental needs, prioritizing training needs, certifying the accomplishment of learning objectives and fostering on-the-job development. This will include:

- a) Ensure that employee work assignments and schedules allow sufficient time for employees to fully participate in and complete training requirements;
- b) Notify the DG regarding changes in training requirements, specify new training needs not previously identified, and relinquish training resources that no longer apply;
- c) Foster a work environment conducive to the success of the training programme. Communicate regularly with employees regarding the status of training. Arrange for formal training courses that are required for each inspector. Schedule On-the-Job-training events.

3.2 Role and responsibility of technical personnel

With respect to qualification of technical personnel, the individual employee must take a pro-active role in ensuring that they are qualified for the job tasks that they are to perform. This will be included:

- a) Collaborate with management to identify personal training needs.
- b) Communicate with the immediate supervisor and peers to plan training activities.
- c) Actively participate in training activities.
- d) Review personal training records and documentation to ensure that it is up-to-date.

IV. Review of training program

AND is expected to periodically review the Training Program and carry out revisions so that the training of Technical Staff/Inspectors is continuously updated to keep abreast of the latest developments taking place in the aviation field.

V. Training files and records

1) A system has been established for the maintenance of training records of the ANS inspectorate personnel. Nevertheless, it becomes the responsibility of individual inspectors to keep records of the trainings received. This includes records of the OJT received, reflecting the various phases of the OJT completed (i.e. observation, performance of tasks under supervision and final assessments) as well as the assessment of competence of the personnel.

2) The training records are retained and maintained in the AND in respect of ANS inspectors of the Department.

CHAPTER 3. CAPACITY BUILDING PROGRAMME

I. Training need analysis

Prior to providing trainings and education to each of CASI, consideration is given to the person's job description which lays out his/her major duties, responsibilities, organisational relationships, scope of work and amount of supervision when performing job tasks. Once the respective job descriptions and Minimum Qualification Requirements (MQR) are considered against the technical personnel's qualification, AND will then carry out a Training Need Analysis (TNA) to establish the training requirements and define the Training Plan for each technical personnel/Inspector.

(See TNA form in Appendix 4)

II. Methodology

Considering the varied entry points of technical personnel, it is important that technical personnel are progressively and effectively transited with basic foundation completed before moving on to next level of training. As such, AND has adopted a training structure for its typical training road map which consists of three phases of training beginning with "Initial/Induction/Baseline Training", follows by "Core/Technical Training" and ends with "On- the-Job Training (OJT)". Due to the uniqueness of each functional area, the training requirements under each of these three phases have to be well guided by the individual technical personnel's job description.

Once the relevant training requirements are put together in this manner, this forms the final training road map for ANS CASI. Training requirements for ANS CASI together with typical training road maps is established and is attached as Appendix 1 of this Manual.

With the training road maps, the AND will then accomplishes the TNA mechanism and develop its training plan aiming to fulfil all the training requirements spelled out in the training roadmap.

The individual training plans and the associated budgetary allocations requires the approval of the DG.

AND Director is required to manage both the training road maps and training plans efficiently and to also ensure these are effectively implemented. This is important as these training road maps and training plans would fundamentally determine the quality and capabilities of these technical personnel working for AND.

Due to constant changes in the aviation environment and complexity, AND will carry out an annual review of the road map and the training plan to keep it updated and relevant.

III. Training roadmaps

- CAAV uses a typical Training Road Map (TRM) consisting of the following types of training

Phase 1: Initial/ Induction/Baseline Training:

The content of this for newly recruited inspectors is aimed at equipping inspectors with a basic understanding of the functions and tasks of the CAAV, the functions and tasks of the department, safety oversight functions, relevant legal document systems in the field of inspection and supervision and basic knowledge and skills on inspection and supervision methods

Phase 2: Core/Technical Training:

Content of this applies to Safety Inspectors who have completed initial training with the aim of equipping the Safety Inspectors with enough knowledge and skills to perform the work of aviation authorities regarding the content of inspection and supervision (including technical training to ensure that the Safety Inspectors hold either a License or Certificate or Competency equivalent to that of the person being inspected and training on the aviation authority's procedures for conducting inspections).

Phase 3: On the Job Training (OJT):

(i) This content is to ensure that each safety inspector receives direct practical training with competent, qualified and experienced instructors appointed or recognized by the CAAV to ensure safety inspectors have enough knowledge, methods and skills necessary to perform the task well.

Practical training is divided into 3 levels:

Level 1. Have general knowledge of tasks

Level 2. Clear understanding of tasks including detailed content of the checklist (if any)

Level 3. Practice under supervision and ensure required test quality.

(ii) Level 1 or 2 practical training can be achieved in the classroom based on completion of introductory or specialized courses while level 3 practical training can be achieved in the classroom (in a simulation format) situations with portfolios or test scripts) or actual work practice (testing under supervision).

Phase 4: Recurrent/Continuation Training (All ANS Inspectors are required to undertake recurrent/continuation training at least once every 2 years)

(i) Recurrent training to help aviation safety inspectors continuously maintain competencies for inspection and supervision task or update new regulations, methods, and inspection and supervision skills such as amendments and supplements to safety regulations, amendments and supplements to guidance documents or new duties arising

from safety inspection and supervision. Ongoing training is provided whenever necessary for maintaining competency of safety oversight system.

(ii) Recurrent training to maintain the technical competency of aviation safety inspectors on competencies similar to those required for aviation personnel.

Phase 5: Specialized/Advanced Training:

This content helps safety inspectors participate in advanced and in-depth training courses, ensuring they are updated on changes in technology, inspection and monitoring methods before performing more in-depth tasks

Phase 6: Refresher/Re-qualification training.

Refresher/requalification training applies to ANS Inspector who have not performed any duties for 2 consecutive years and to ANS Inspector whose technical qualifications have expired (applied as for requirements of technical staffs).

Phase 1: Initial/ Induction/Baseline Training is applied for all ANS Inspector; Phases 2-6 are detailed for each kind of Inspector (the types of training shall be applicable for Inspectors having adequate previous experience in the relevant fields i.e. ATM, CNS, MET, AIS, SAR, PANS-OPS, MAP/CHART, PEL)

After completing the OJT training, AND Director will submit the whole training record of the candidate to the Director General for appointment as an ANS Inspector.

(The detail of each type of training is specified in Appendix 2)

IV. Qualification Certificates

A formal completion certificate will be issued to any inspector that:

- a) Attends at least 90% of the hours allotted to each training course; and a copy of that certificate will be included in the CAAV's qualification file for the employee; and
- b) Completes the exercises, tests and evaluations included in the course in a satisfactory manner.

V. Failing to Meet Qualification Standards

- a) Technical personnel failing to satisfactorily meet qualification standards will be considered for the necessary training. This will be coordinated between the AND and Human Resources Department and requires the DG's approval; and
- b) The Technical personnel employment with AND will be subjected to a review if the candidate fails to meet the qualification standard after the remedial training or the second attempt.

VI. Development of training plan

Preparation training Plan: AND shall establish and maintain Individual Training Plans that sets out the training to be provided to each of their Technical Staff/Inspectors

for every 2 years and all the proposals may be consolidated at organization level. For prioritising the trainings, all concerned area should categorically list their priority requirements as ‘mandatory training’ in their training plan. The training plan should be finalised in consultation with all the concerned area (ORG) their Representatives. Final proposal may be submitted to DG for in - principal approval and accordingly administrative and logistic should be made available /planned. Approved training Calendar for the year should be shared with each concerned Department (ORG, AND).

With the TRMs developed for each key job functions, the AND will then use the relevant TRM to develop personnel training plan by detailing the course names, training organisations, etc, for the entire training year(s).

However, the new technical personnel’s training plan may be subjected to unforeseen changes i.e. course cancellation/postponement, therefore, it has to be regularly updated and tracked to ensure that the plan is successfully carried out in a timely manner. Depending on the availability of the required courses, Director of AND must prioritise the trainings according to the level of importance to each key job function.

In addition, the selection of courses should not be based on whatever courses are available but rather based on courses that meet the specific training needs of the technical personnel.

After the technical personnel has fully completed his/her required trainings, his/her subsequent training plan could be just a yearly plan covering new trainings due to new work scope or recurrent trainings, as required.

CHAPTER 4. FORMAL TRAINING GUIDELINES

This chapter provides further guidance in the implementation of Training Road Maps and the Recurrent / Refresher / Continuation and Specialised Training.

I. General policies

A. It is the policy of the CAAV that all inspectors should be qualified by training or experience to conduct the inspections, evaluations and investigations assigned to this office.

B. The inspectors of the CAAV will be technically qualified on a parallel basis to the persons in the aviation industry that they are assigned to regulate.

C. No inspector will be obligated to conduct an inspection, evaluation or approval unless that person believes they are technically or otherwise qualified to undertake.

D. No person will be assigned to conduct a task unsupervised unless management believes that person to be qualified by experience, training or applying positive transfer of knowledge or experience.

E. All formal training applicable to the qualifications of an inspector, whether previous to or after employment shall be recorded in the Qualification database.

F. After completing OJT, he/she will be appointed as Inspector

II. Formal in –house initial/basic training

This formal training is a requirement for CAAV Personnel.

A. CAAV will conduct in-house training courses through senior CAAV employees and/or outsources (a unit approved or recognized by CAAV such as VAA, SAA and equivalent).

B. A formal completion certificate will be issued to participants after satisfactory completion.

III. Structured on-the-job training

All technical inspectors will be included in a formal OJT programme that is tracked and signed off by specific job task.

- The specifics of that OJT programme are included in the Chapter 5.
- Where possible, OJT for specific tasks will occur following the formal training that is relevant to the particular job task.

As an inspector has completed OJT on a specific task and is signed-off by the senior inspector, he/she is considered to be qualified to perform the task.

IV. Training time frames

Training time frames will be in the Training plan of each ANS inspector.

V. Priorities

Priority 1: Training that is necessary to ensure that ANS CASI has an inspector qualified to make or supervise the accomplishment of certification evaluation and approvals

Priority 2: Training that will provide the ANS CASI with redundant capability to perform necessary certification evaluation, investigation and approvals or necessary to maintain inspector qualification levels on par with the existing aviation industry.

Priority 3: Training that will enhance the level of inspector qualification or management abilities.

Minimum Annual Training: After initial qualification, the CAAV will budget for each inspector on an annual basis.

<p>One Priority 1 training course and One Priority 2 training course and One Priority 3 training course</p>	<p>OR</p>	<p>Two Priority 1 training courses and One Priority 2 training course.</p>	<p>OR</p>	<p>One Priority 1 training courses and Two Priority 2 training course.</p>
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CHAPTER 5. ON-THE-JOB TRAINING & QUALIFICATION

This chapter describes the OJT programme methodology that will be applied by the CAAV for the continuing qualification of its inspectors.

I. General policies

- The baseline OJT programmes contained in the respective ANS Training Programme.
- Revisions to the baseline programmes will be permitted with the approval of the AND Director.
- All OJT training will be carried out by inspectors with around five (5) years of experience in auditing/inspection in the relevant technical area;
- All OJT training will be recorded by the inspectors.

II. OJT configuration

2.1 Task structure and assignment

The OJT process will introduce tasks that are categorized first by:

1. Job specialty (e.g., ATS Inspector, AIS Inspector...);
2. Duty (e.g. Administration, Inspection, Safety Issue Resolution, Investigation, Surveillance, Evaluation, etc.);
3. Function (e.g., Inspect ATS Units, etc.).
4. AND's Director will assign the qualified OJTI to carry out the OJT training

2.2 Training structure

- The Training Structure of CAAV OJT Programme follows a logical progression by using 3 Levels (Details of 3 Levels of OJT Programme is specified in Appendix 2 ANS Inspector Training Programme - Phase 3).

- All ANS Inspectors, with the completion of the training from Phase 1 and Phase 2, shall undergo OJT under the supervision of a qualified ANS Inspector authorized in the relevant fields. The OJT training will be last for 24 weeks. The objective of OJT is to provide new ANS Inspectors with the basic knowledge which will enable these inspectors to perform ANS regulatory functions.

- Newly appointed inspectors with required training completed in their respective subject fields are assigned with an experienced Inspector who will be responsible for completion of OJT requirements. The experienced Inspector will address the following three levels of OJT:

a) Level-I: Level-I training is familiarization with Authority guidance relevant to a particular job task. Level-I training typically involves a review of all reference

materials applicable to the Job Descriptions for which training has been identified. The contents of OJT Level-I as follows:

1. Civil Aviation Law
2. Air Navigation Regulations, Implementing Standards and relevant Guidance
3. ANS Inspectors' Handbook
4. Enforcement Policy and Procedures
5. Safety Oversight Requirements
6. Planning Surveillance activities and Conducting Surveillance
7. Inspection Report
8. Universal Safety Oversight Audit Programme
9. Aircraft Accident Investigation

b) Level-II: During the level-II, the new inspector observes a qualified inspector performing the task. Level II training involves observation of the performance of specific Job Descriptions. This training typically involves the trainee observing and/or assisting the OJT instructor in the performance of those specific Job Descriptions for which the trainee will be held accountable. Level- II training may be satisfied by providing opportunities for the trainee to observe and/or assist the instructor performing the task.

c) Level-III: In level-III, a qualified inspector observes the new inspector perform the task. Level III training involves the application of knowledge and skills to the performance of specific Job Descriptions. Typically, the trainee performs the job task under the observation of a qualified OJT instructor. The instructor assesses the performance of the task and indicates on the trainee's OJT training plan when Level III performance is achieved.

2.3 Newly appointed Inspectors with experience in relevant fields shall:

- 1) Complete the subjects of core/technical training.
- 2) Participate as an observer, in at least 2 (two) inspections, conducted by a qualified ANS Inspector during the On-the-Job Training period; and
- 3) Conduct at least 2 (two) inspections under supervision of a qualified ANS Inspector during the On-the-Job Training period.
- 4) Qualified experienced ANS inspector shall recommend the subjected inspector for the successful completion of the training.
- 5) The Director of AND shall confirm the completed OJT form (Ref Chapter 7 ANS Inspectors' Handbook).
- 6) Conditions specified in 1), 2) and 3) may differ and will be at the discretion of the Director of AND in respect of new inspectors who possesses more than 10 years of experience in their respective specialized fields.

7) Shall receive an On-the-Job training certificate by Director General of Civil Aviation on the successful completion of the OJT (Ref Chapter 7 ANS Inspectors' Handbook).

2.4 Newly Recruited Inspectors

- 1) Complete the subject of core/technical training;
- 2) Newly recruited ANS Inspectors, without previous experience and in the relevant fields, shall be required to complete the Basic Training Courses in their respective fields i.e. AIS, SAR, Instrument Flight Procedures, MAP/CHART ... along with other subjects of core training. Those trainings will be prerequisites for the advanced training courses that they may be exposed to.
- 3) The Course Contents and Syllabus of the courses shall be as per ICAO Standards, referred to Training Manual.
- 4) Newly recruited Inspectors are required to undergo minimum 24 weeks On-Job-training with a qualified Experienced Inspector prior to taking up inspectional assignments. On-the-Job training period may be extended subject to the performance of the inspector in the relevant field of work. Experienced Inspector shall recommend the trainee for the successful completion of On- the-Job Training.
- 5) A qualified experienced Inspector will complete the Inspector's OJT Form as referred in the Chapter 7 of ANS Inspectors' Handbook. After successful completion of 3 levels of OJT, an inspector shall receive an on-the Job Training Certificate.

III. Roles and responsibilities

This section describes the roles and responsibilities of those involved in the CAAV OJT programme.

3.1 AND director

AND Director shall be responsible for:

- a) Assign the OJTI to carry out the OJT training;
- b) Meeting with each employee to develop an OJT Plan;
- c) Deciding when OJT is conducted, including start and end time, as well as the amount of time required for completing OJT training on specific tasks;
- d) Reviewing with each OJT instructor, on a regular basis, the progress of assigned trainees and initiating any corrective action necessary to improve performance and/or training deficiencies;
- e) Attending the review meeting and if satisfied with trainee's performance, signing off that the trainee has successfully completed the tasks discussed;

3.2 OJT instructor

3.2.1 Requirement:

OJT Instructor shall be a senior inspector with around five (5) years of experience in auditing in the relevant technical area and designated to provide OJT instruction to

trainees on specific tasks at Levels I, II, and III, in accordance with established procedures. OJT instructors must have been signed off as competent for the task.

3.2.2 Responsibility:

The OJT instructor shall be responsible for:

- a) Completing their OJT training with satisfactory performance;
- b) Obtaining authorisation from the Director;
- c) Ensuring that OJT instruction is consistent with applicable national regulations and practices;
- d) Following CAAV standardized procedures and methodology;
- e) Exhibiting objective, constructive, empathetic, and other behaviours conducive to supporting all OJT trainees;
- f) Conducting OJT according to the trainee's individual training plan as developed by the trainee and his/her director;
- g) Assessing the trainee level of knowledge and skill on specific tasks;
- h) Providing structured, well-planned, and documented OJT training with stated objectives and expected levels of performance;
- i) Communicating with Technical Managers about trainee's progress;
- k) Informing appropriate Technical Managers of the trainee's progress via e-mail or other written means, indicating date of completion of OJT in specific tasks and appropriate levels;
- l) Ensuring that the trainee has accomplished all elements of OJT instruction associated with a particular task in an acceptable manner before notifying the appropriate Technical Manager that the trainee is able to perform the task as required;
- m) Notifying the appropriate Technical Manager when tasks have been completed.

3.3 Trainee

The trainee shall be responsible for:

- a) Participating with the Technical Manager to identify developmental needs and to plan training activities;
- b) Requesting OJT credit from their Technical Manager for prior training and/or experience;
- c) Fulfilling their OJT requirements as established;
- d) Participating in the feedback process to help ensure continual improvement, including feedback on the performance of the instructor;
- e) Participating, in a constructive manner, in its own training progress reviews

under this chapter and checking the accuracy of completed tasks during the review meetings;

f) Recording tasks and activities spent on OJT in inspector's records.

IV. OJT Method

The OJT method is mention in Appendix 2: ANS safety Inspector training Programme.

CHAPTER 6. TECHNICALLY QUALIFIED INSPECTORS

The organisation of AND's safety oversight responsibilities relies heavily on the employment and qualification of ANS inspectors (CASI).

These CASI conduct the necessary evaluations and inspections of ANS Providers, individuals, and organisations to ensure conformance with international safety standards and relevant safety practises.

This chapter outlines the basic concept that are applied for the utilisation of these CASI

I. Technical inspectors

Qualified technical inspectors

A. The AND is staffed with qualified technical personnel to carry out the aviation safety oversight functions

1) These personnel are employed based on specified minimum knowledge and experience qualification prerequisites necessary to function as entry-level technical personnel;

2) They receive specified baseline and OJT training after employment to qualify them to function as ANS inspectors;

3) They also receive recurrent and specialised trainings that are pertinent to their job assignment.

B. The qualified CASI is the key link to ensure that the State's international safety oversight obligations are met. The technical decisions of these qualified CASI will, when properly recorded in a permanent medium, form the basis for the credibility of Vietnam's aviation safety oversight programme.

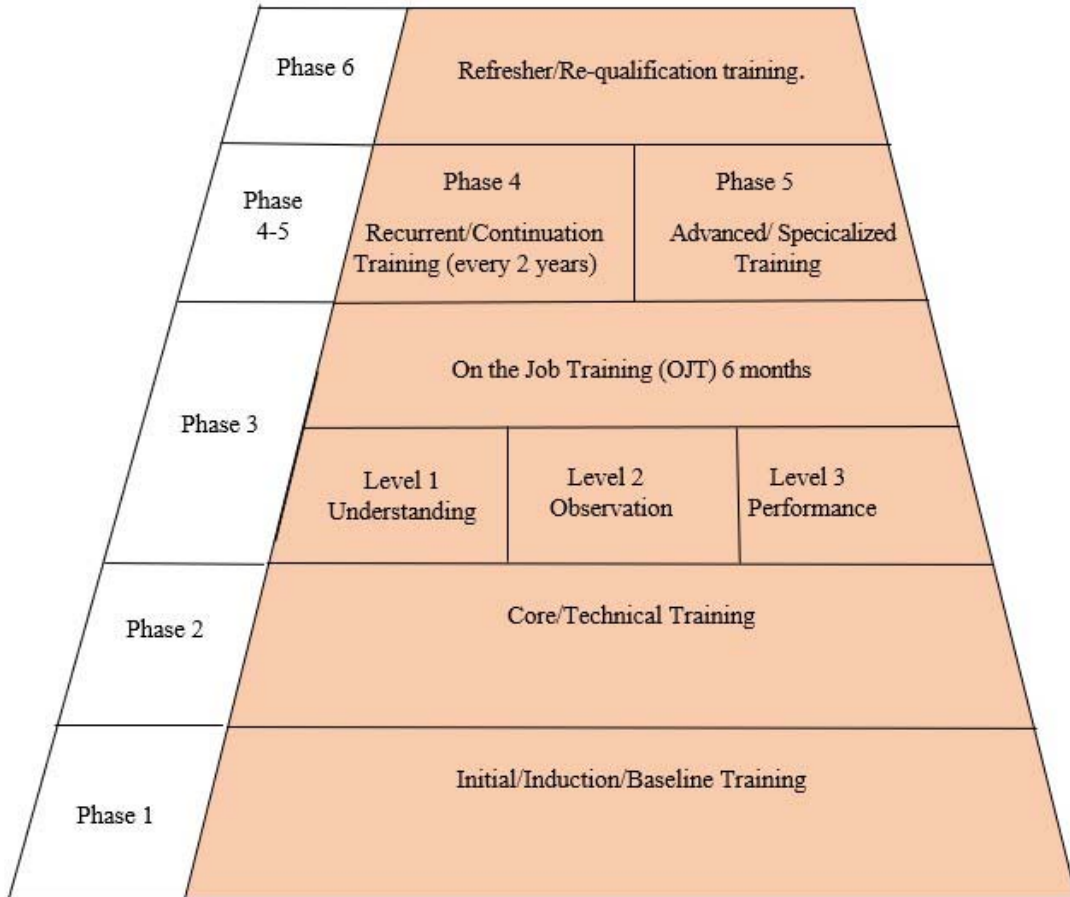
II. CASI positions

These technical CASI positions include:

- ATS Inspector;
- CNS Inspector;
- AIS Inspector;
- MAP-CHART Inspector;
- PANS-OPS Inspector;
- SAR Inspector;
- MET Inspector;
- PEL Inspector.

Note: The Job description for each position of ANS safety inspector is mentioned in ANS Inspectors' Handbook.

APPENDIX 1. TRAINING ROAD MAP FOR ANS (ATS/CNS/AIS/MAP-CHART/PANS-OPS/SAR/PEL) INSPECTOR



APPENDIX 2. ANS INSPECTOR TRAINING PROGRAMME

TRAINEE:

The trainees shall have a professional certificate to hold a specialized position in Air Navigation Services (ANS), have knowledge of Vietnam Civil Aviation Law and related guiding documents in the field of ANS; Proficient in English skills (reading, understanding, speaking and listening); Participated in developing documents, procedures and performing inspection and supervision of ANS; CAAV has a training plan to appoint as an ANS Inspector.

Each training plan consists of multiple training programs. Each training program is uniquely identified by a four-part code: X.YYY.(A).(B).

Explanation:

X is the training type, such as “I” (Initial Training), “C” (Core/Technical Training), “R” (Recurrent/Continuation Training), “S” (Advanced/Specialized Training) “Re” (Refresher/Re-qualification)

YYY is the training field, such as “ANS” (Air Navigation Services) “ATS” (Air Traffic Services), “CNS” (Communication Navigation & Surveillance Services), “AIS” (Aeronautical Information Services), “MET: (Aeronautical Meteorology Services), “PANS” (Instrument Flight Procedure Design Services), “CHART” (Aeronautical MAP/CHART), “SAR” (Search & Rescue Services), “PEL” (Air Traffic Control Personnel)

A is the training module number (if any).

B is the training program number (if any).

PHASE 1- INITIAL/INDUCTION/BASELINE TRAINING

Order	Training course code	Subjects	Duration	Level of Priority	Remark
	I.ANS.1	Module 1: Induction			
1	I.ANS.1.2	Viet Nam Civil Aviation system and legislative framework.	3 days	1	CAA senior executive/ ATO
2	I.ANS.1.2	Overview of CAAV: organization, functions, system, policy, facility and training.		1	
3	I.ANS.1.3	AND organization,		1	

		functions and authorities.			
4	I.ANS.1.4	AND training documentations			
5	I.ANS.1.5	Overview of Regional Airport Authority: Functions and Duties.		1	
6	I.ANS.1.6	Viet Nam Civil Aviation Law: ANS Provisions		1	
7	I.ANS.1.7	Government Decrees, Ministry pertaining Regulations.		1	
8	I.ANS.1.8	CAAV MOS, Guidance.		1	
9	I.ANS.1.9	ANS Inspector Duties and Code of Conduct		1	
10	I.ANS.1.10	ANS Inspector Authorisation/Credential		1	
11	I.ANS.1.11	ANS Inspector Training requirements		1	
	I.ANS.2	Module 2: Baseline training <i>(to be deployed under Decision No. 1575A/QD-CHK dated 31st July 2023 on ANS Inspector Basic Training Course of Director General of CAAV)</i>			
1	I.ANS.2.1	Introduction	6 days	1	CAA senior executive/ATO
2	I.ANS.2.2	Safety Oversight Requirements		1	
3	I.ANS.2.3	Planning Surveillance activities and Conducting Surveillance		1	
4	I.ANS.2.4	Inspection Report		1	
5	I.ANS.2.5	Universal Safety Oversight Audit Programme		1	
6	I.ANS.2.6	Aircraft Accident Investigation		1	

PHASE 2 - CORE /TECHNICAL TRAINING

(Each training session is for 90 min).

Order	Training course code	Subjects	Duration	Level of Priority	Remark
I					
ATS					
Module - 1					
1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/Auditor	05 days	1	CAA senior executive/ ATO
Module – 2 (apply for Newly Recruited Inspectors without experiences)					
1	C.ATS. 2.1	<ul style="list-style-type: none"> ❖ ANS Regulations (ATS); MOS on ATS; Manual on ATS. ❖ Annex 2 (Rules of the Air) and Annex 11 (Air Traffic Services) and its application, Doc 4444 (Air Traffic Management). 	20 sessions	1	CAA senior executive/ ATO
Module - 3					
	C.ATS.3.1	ATS units Certification <ul style="list-style-type: none"> ❖ Certification process ❖ ATS Unit manual assessment 	04 sessions	1	CAA senior executive
2	C.ATS.3.2	ATS units Inspections <ul style="list-style-type: none"> ❖ Safety Oversight Requirements ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR 	04 sessions	1	CAA senior executive

II		CNS			
Module - 1					
1	C.ANS.1.1	Safety management Systems	05 days	1	CAA senior executive/
2	C.ANS.1.2	Aviation Audit Technique/Auditor	05 days	1	ATO
Module – 2 (apply for Newly Recruited Inspectors)					
1	C.CNS.2.1	<p>1. ANS Regulations (CNS); MOS on CNS.</p> <p>2. Annex 10 - Aeronautical Telecommunication (Vol 1, 2, 3, 4, 5, 6)</p> <ul style="list-style-type: none"> ❖ Volume I - Radio Navigation Aids ❖ Volume II - Communication Procedures including those with PANS status ❖ Volume III - Communication System ❖ Volume IV - Surveillance Radar and Collision Avoidance Systems ❖ Volume V - Aeronautical Radio Frequency Spectrum Utilization ❖ Volume VI - Communication System and Procedures Relating to Remotely Piloted Aircraft Systems C2 Link 	30 sections	1	CAA senior executive/ ATO
2	C.CNS.2.2	<p>ICAO Doc 8071 (Manual on Testing of Radio Navigation Aids) and its applications</p> <ul style="list-style-type: none"> ❖ Volume I - Testing of Ground-based Radio Navigation Systems 	6 sessions	2	CAA senior executive/ ATO



		<ul style="list-style-type: none"> ❖ Volume II - Testing of Satellite-based Radio Navigation Systems ❖ Volume III - Testing of Surveillance Radar Systems 			
Module - 3					
1	C.CNS.3.1	CNS units Certification <ul style="list-style-type: none"> ❖ Certification process ❖ CNS Unit manual assessment 	04 sessions	1	CAA senior executive/ ATO
2	C.CNS.3.2	CNS technical system/ equipment Certification <ul style="list-style-type: none"> ❖ Procedure for CNS technical system/ equipment Certification ❖ Standards and requirements to CNS technical system/ equipment ❖ Exemptions ❖ Issuance and renewal of certificate 	04 sessions	1	CAA senior executive/ ATO
2.	C.CNS.3.3	The inspection for CNS Unit/ Equipment: <ul style="list-style-type: none"> ❖ Safety Oversight Requirements ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR 	10 sessions	1	CAA senior executive/ ATO
III	AIS				
Module - 1					

1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/ Auditor	05 days	1	CAA senior executive/ ATO
Module – 2 (apply for Newly Recruited Inspectors)					
1	C.AIS.2.1	Basic training in AIS/AIM		1	ATO
2	C.AIS.2.2	<p>1. ANS Regulations (AIS); MOS on AIS; Manual on AIS.</p> <p>2. The contents related to aeronautical maps/charts for safety inspector in following documents:</p> <ul style="list-style-type: none"> ❖ Annex 15 (AIS) and its application; Doc 8126 (AIS Manual), Doc 10066 (PANS-AIM), Doc 9991 (Manual on AIS Training), 9839 (Manual on the Quality Management System for AIS) ❖ Guidance Manual for Aeronautical Information services (AIS) in the Asia/Pacific region; ❖ Asia/Pacific regional plan for Collaborative Aeronautical Information Management 	05 days	1	CAA senior executive/ ATO
Module – 3					
1	C.AIS.3.1	<p>AIS units/equipment Certification</p> <ul style="list-style-type: none"> ❖ Certification process ❖ AIS Unit manual assessment 	04 sessions	1	CAA senior executive/ ATO
2	C.AIS.3.2	<p>AIS inspection</p> <ul style="list-style-type: none"> ❖ Safety Oversight Requirements 	04 sessions	1	CAA senior executive/ ATO

		<ul style="list-style-type: none"> ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR 			
IV	MAP-CHARTS				
Module - 1					
1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/ Auditor	05 days	1	CAA senior executive/ ATO
Module – 2 (apply for Newly Recruited Inspectors)					
1	C.CHART.2.1	Basic training in MAP/CHART/Cartographic			ATO
2	C.CHART.2.2	1. ANS Regulations (Chart, AIS); MOS on Chart; Manual on Chart. 2. Annex 4, 5, 14, 15; Annex 15 (AIS) and its application; Doc 8697 (Aeronautical Chart Manual), Doc 8126 (AIS Manual), Doc 10066 (PANS-AIM), 9839 (Manual on the Quality Management System for AIS).	20 sessions	1	CAA senior executive/ ATO
Module - 3					
1	C.CHART.3.1	MAP-CHART unit Certification <ul style="list-style-type: none"> ❖ Certification process ❖ MAP-CHART Unit manual assessment 	04 sessions	1	CAA senior executive/ ATO

2	C.CHART.3.2	<p>MAP-CHART inspection</p> <ul style="list-style-type: none"> ❖ Safety Oversight Requirements ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR 	04 sessions	1	CAA senior executive/ ATO
V	PANS-OPS				
Module - 1					
1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/ Auditor	05 days	1	CAA senior executive/ ATO
Module – 2					
1	C.PANS.2.1	PANS-OPS procedure design basic course		1	ATO
2	C.PANS.2.2	ANS Regulations (PANS-OPS); MOS on PANS-OPS; Manual on PANS-OPS.		1	ATO
Module - 3					
1	C.PANS.3.1	<p>Technical equipment of PANS-OPS</p> <ul style="list-style-type: none"> ❖ IFP Design system: functions, workstations, system operational manual, etc. 	10 sessions	1	Factory/ CAA senior executive
2	C.PANS.3.2	<p>PANS-OPS Unit Certification</p> <ul style="list-style-type: none"> ❖ Certification process 	04 sessions	1	CAA senior executive/ ATO

		❖ PANS-OPS Unit manual assessment			
3	C.PANS.3.3	<p>PANS-OPS Surveillance inspection</p> <ul style="list-style-type: none"> ❖ Safety Oversight Requirements ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR 	04 sessions	1	CAA senior executive/ ATO
VI	MET				
Module - 1					
1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/ Auditor	05 days	1	CAA senior executive/ ATO
Module - 2					
1	C.MET.2.1	Aeronautical MET course		1	ATO
2	C.MET.2.2	Annex 3, Doc 8896 Manual of Aeronautical Meteorological Practice	04 sessions	2	CAA senior executive/ ATO
3	C.MET.2.3	<p>Doc 9837 Manual on Automatic Meteorological Observing Systems at Aerodromes</p> <ul style="list-style-type: none"> ❖ Specifying meteorological instruments for automatic meteorological observing systems: ❖ Measurement methods 	06 sessions	2	CAA senior executive/ ATO

		<ul style="list-style-type: none"> ❖ Algorithms and reporting ❖ Calibration and maintenance ❖ Siting; Measurement locations <p>- Overview of other ICAO Docs for MET: DOC 9837 on RVR; Doc 9817 on Windshear; Doc 9377 on Coordination of ATS, AIS and MET; Doc 9365 on MET for flight Operation.</p>			
4	C.MET.2.4	Vietnam regulations on MET (MET in ANS Regulations; Manual of Standards on MET; Manual on MET information (observations, forecasts and warnings))	04 sessions	1	CAA senior executive/ ATO
Module - 3					
1	C.MET.3.1	<p>MET units Certification</p> <ul style="list-style-type: none"> ❖ Certification process ❖ MET Unit manual assessment 	04 sessions	1	CAA senior executive/ ATO
2	C.MET.3.2	<p>MET technical system/ equipment Certification</p> <ul style="list-style-type: none"> ❖ Procedure for MET technical system/ equipment Certification ❖ Standards and requirements to MET technical system/ equipment ❖ Exemptions ❖ Issuance and renewal of certificate 	04 sessions	1	CAA senior executive/ ATO
3	C.MET.3.3	<p>MET Inspections</p> <ul style="list-style-type: none"> ❖ Organizational structures of MET unit(s) ❖ Technical personnel: Certification, quantity and 	04 sessions	1	CAA senior executive/ ATO

		<p>quality; education and training</p> <ul style="list-style-type: none"> ❖ Quality management of provision of MET products and information ❖ Equipment and facilities ❖ Work environment, infrastructures ❖ Documentation 			
VII	SAR				
Module - 1					
1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/Auditor	05 days	1	CAA senior executive/ ATO
Module - 2 (apply for Newly Recruited Inspectors)					
1	C.SAR.2.1	Basic/Initial training in Search and Rescue		1	ATO
2	C.SAR.2.2	Annex 12 Search and Rescue and its applications.	06 sessions	1	CAA senior executive/ ATO
3	C.SAR.2.3	<p>ICAO Asia/Pacific Search and Rescue (SAR) Plan</p> <ul style="list-style-type: none"> ❖ Scope of the plan ❖ Objectives ❖ Executive summary ❖ Background information ❖ Current situation ❖ Performance improvement plan ❖ Emerging issues and future developments ❖ Milestones, timelines, priorities and actions 	04 sessions	2	CAA senior executive/ ATO
Module - 3					
1	C.SAR.3.1	<p>SAR Procedures</p> <ul style="list-style-type: none"> ❖ SAREX procedure 	04 sessions	1	CAA senior executive/ ATO

		❖ Emergency response procedure			
2	C.SAR.3.2	SAR Equipment ❖ Black box detection ❖ Aircraft tracking on ATS screen ❖ ELT Tracking	02 sessions	1	CAA senior executive/ ATO
3	C.SAR.3.3	SAR Unit Certification ❖ Certification process ❖ SAR Unit manual assessment	06 sessions	1	CAA senior executive/ ATO
4	C.SAR.3.4	SAR inspection ❖ Safety Oversight Requirements ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report ❖ Action Taken Report (ATR) review and disposal ❖ Observations and physical inspection ❖ Periodic review of pending observations in ATR	04 sessions	1	CAA senior executive/ ATO
VIII	ATC PEL				
Module - 1					
1	C.ANS.1.1	Safety management systems	05 days	1	CAA senior executive/ ATO
2	C.ANS.1.2	Aviation Audit Technique/Auditor	05 days	1	CAA senior executive/ ATO
Module – 2 (apply for Newly Recruited Inspectors)					
1	C.PEL.2.1	Annex 1 Personnel Licensing and its applications. ❖ General Rules Concerning Licences (General rules concerning licences and	06 sessions	1	CAA senior executive/ ATO

		<p>ratings for personnel)</p> <ul style="list-style-type: none"> ❖ Application of the PEL Standards ❖ Air traffic controller licence ❖ Air traffic controller ratings 			
2	C.PEL.2.2	<p>ICAO Doc 9379 (Manual of Procedures for Establishment and Management of a State's Personnel Licensing System)</p> <p>PART I. GENERAL PRINCIPLES AND ORGANIZATION</p> <ul style="list-style-type: none"> ❖ The action of personnel licensing ❖ The Licensing Authority ❖ Regulatory system governing personnel licensing ❖ Which activities require a licence? <p>PART II. PROCEDURES</p> <ul style="list-style-type: none"> ❖ Procedures for personnel licensing ❖ Issuance of licences ❖ Licensing rules or specific operating regulations ❖ Procedures ❖ Examining principles ❖ Procedures for assessment of language proficiency ❖ Training 	07 sessions	2	CAA senior executive/ ATO
3	C.PEL.2.3	<p>ICAO Doc 10056 (Manual on Air Traffic Controller Competency - based Training and Assessment)</p> <ul style="list-style-type: none"> ❖ Regulatory requirements ❖ Competency-based ATC training ❖ Pre-requisites for 	05 sessions	2	CAA senior executive/ ATO

		<p>establishing competency - based training and assessment.</p> <ul style="list-style-type: none"> ❖ The components of competency-based training and assessment ❖ Instructors and assessors: <ul style="list-style-type: none"> a) Practical instructing and assessing b) General requirements c) Instructors d) Assessors ❖ Initial training ❖ Unit Training ❖ Refresher Training 			
Module - 3					
1	C.PEL.3.1	ATO Personnel qualification minimum	04 sessions	1	CAA senior executive/ ATO
2	C.PEL.3.2	<p>ATO Certification</p> <ul style="list-style-type: none"> ❖ Procedure manual ❖ Issuance and renewal of operating certificate/ licence 	04 sessions	1	CAA senior executive/ ATO
3	C.PEL.3.3	<p>SIM Certification</p> <ul style="list-style-type: none"> ❖ Exercises (scenarios): <ul style="list-style-type: none"> a) Normal situation; b) Abnormal situation. ❖ Update: data and exercises ❖ Layout of ATS infrastructure 	04 sessions	1	CAA senior executive/ ATO
4	C.PEL.3.4	<p>Surveillance inspection</p> <ul style="list-style-type: none"> ❖ Safety Oversight Requirements ❖ Planning Inspection activities ❖ Conducting Inspection ❖ Inspection Checklist ❖ Inspection Report 	04 sessions	1	CAA senior executive/ ATO



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		<ul style="list-style-type: none">❖ Action Taken Report (ATR) review and disposal❖ Observations and physical inspection❖ Periodic review of pending observations in ATR			
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PHASE 3- ON THE JOB TRAINING

General:

All ANS Inspectors, with the completion of the training from Phase 1 and Phase 2, shall undergo OJT under the supervision of a qualified ANS Inspector authorized in the relevant fields. The OJT training will be last for 24 weeks. The objective of OJT is to provide new ANS Inspectors with the basic knowledge which will enable these inspectors to perform ANS regulatory functions.

On – the – Job Training process

Inspector shall:

- Participate as an observer, in at least 2 (two) inspections at each unit, conducted by a qualified ANS Inspector; and
- Conduct at least 2 (two) inspections at each unit under supervision of a qualified ANS Inspector.
- Qualified Senior ANS inspector shall recommend the subjected inspector for the successful completion of the training.
- Shall receive an On-the-Job training certificate at the successful completion of the OJT.

OJT Levels

Inspectors with required training completed in their respective subject fields are assigned with an experienced Senior Inspector who will be responsible for completion of OJT requirements. The senior inspector will address the following three levels of OJT:

LEVEL 1- UNDERSTANDING

Level-I: Level-I training is familiarization with Authority guidance relevant to a particular job task. Level-I training typically involves a review of all reference materials applicable to the Job Descriptions for which training has been identified. The contents of OJT Level-I as follows:

1. Civil Aviation Law
2. Air Navigation Regulations, Implementing Standards and relevant Guidance.
3. ANS Inspectors' Handbook
4. Enforcement Policy and Procedures
5. Safety Oversight Requirements
6. Planning Surveillance activities and Conducting Surveillance
7. Inspection Report
8. Universal Safety Oversight Audit Programme

9. Aircraft Accident Investigation

OJT Method - Level I

Level I training usually includes a demonstration, by the instructor or designee, of the specific job task steps and procedures with the trainee observations and/or assistance to achieve a level of understanding.

Level I performance objectives

Following this training, the trainee will be able to:

- Describe the sequences of steps to accomplish the task;
- Describe how appropriate materials are used to accomplish the task;
- Describe interactions among other CAAV personnel required to accomplish the task;
- Describe coordination with operator required to accomplish the task.

Conducting Level I OJT

A. Begin by:

- 1) Gathering any materials need to perform the task;
- 2) Reviewing the performance objects for the task and the purpose for Level I training;

B. The accomplishment of Level I should include a demonstration of the task itself. Do the following as you conduct this training:

- 1) Explain what you will be doing by briefly reviewing the task steps;
- 2) Solicit any questions about the task before you begin;
- 3) Based upon the task and the comfort level of the trainee, determine whether or not it is appropriate for the trainee to assist in the task or simply observe you doing the task;
- 4) You may also simply ask the trainee their preference – assist or observe;
- 5) Be sure that the environment is conducive to learning. For example, if you are performing the task in the field, can the trainee (s) sufficiently see and hear you?
- 6) Ask the trainee for the next step(s) as you demonstrate the task; and
- 7) Ask questions about how the step is performed.

C. For tasks that are largely document-based, actual demonstration may not be applicable. Therefore, Level I may be based on the review and discussion of sample or completed documentation. For example, Level I for reviewing a manual could include the trainee reviewing a manual for which a qualified technical person has already completed a review. Then comparing the trainee's review to the qualified person's review.

Validating Level I Completion

To validate Level I OJT, trainee must have an acceptable response to the following measurements.

Objective	n/a	Unacceptable		Acceptable	
		Cannot describe the Sequence of Steps	Describes some step sequence	Describes most step sequence	Describes all step sequences accurately
Trainee can describe the sequence of steps to accomplish the task (as applicable)		Cannot describe the Sequence of Steps	Describes some step sequence	Describes most step sequence	Describes all step sequences accurately
Trainee can describe how appropriate materials are used to accomplish the task		Cannot describe use of materials	Describes some use of materials	Describes most use of materials	Describes all material use accurately
Trainee can describe interactions among other AUTHORITY personnel required to accomplish the task		Cannot describe the Interactions	Describes some interactions	Describes most interactions accurately	Describes all possible interactions accurately
Trainee can describe coordination with operator required to accomplish task		Cannot Describe Operator Coordination	Describes some operator coordination	Describes Most operator coordination	Describes all operator coordination accurately

LEVEL 2- OBSERVATION

Level-II: During the level-II, the new inspector observes a qualified inspector performing the task. Level II training involves observation of the performance of specific Job Descriptions. This training typically involves the trainee observing and/or assisting the OJT instructor in the performance of those specific Job Descriptions for which the trainee will be held accountable. Level- II training may be satisfied by providing opportunities for the trainee to observe and/or assist the instructor performing the task.

OJT Methods – Level II

Level II training includes the trainee performing the task independently and accurately under the observation of the OJT instructor.

Level II performance objectives

Following this training, the trainee will be able to:

- Demonstrate sufficient knowledge to complete the task proficiently;

- Complete all steps necessary to accurately complete the task;
- Complete steps in the proper order (as applicable);
- Perform the task without assistance;
- Perform the task in a timely manner without undue hesitation.

Conducting Level II OJT

A. Start in on by:

- (1) Reviewing what was covered in Level I training;
- (2) Reviewing the performance objectives for the task and the purpose for Level II training;
- (3) Ask the trainee(s) if he/she has all of the materials necessary to perform the task;
- (4) Explain expectations - that the trainee will complete the task accurately and without assistance.

B. Use the following observation guidelines as the trainee performs the task:

- (1) Check the steps as you observe using your checklist;
- (2) Assist only if it required as a part of the task to have a second person. Do not offer assistance;
- (3) Circle omitted or incorrect steps to address with the trainee once the task is complete;
- (4) STOP for unsafe or illegal actions; discuss them with the trainee immediately before completing the task.

C. Some tasks may infrequently, or even never, present an opportunity for an instructor to observe a trainee perform (for example, safety measure inspections or accident investigations).

Validating Level II completion

To validate Level II OJT, the instructor must be able to answer “Yes” to all of the following:

Objective	n/a	Yes	No
Did the trainee demonstrate sufficient knowledge to complete the task proficiently?			
Did the trainee complete all steps necessary to accurately complete the task?			
Were the steps completed in the proper order (if applicable)?			
Did the trainee perform the task without assistance?			



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Objective	n/a	Yes	No
Did the trainee perform the task in a timely manner without undue hesitation?			
Did the trainee properly record the completion of the task in the database?			

LEVEL 3- PERFORMANCE

Level-III: In level-III, a qualified inspector observes the new inspector perform the task. Level III training involves the application of knowledge and skills to the performance of specific Job Descriptions. Typically, the trainee performs the job task under the observation of a qualified OJT instructor. The instructor assesses the performance of the task and indicates on the trainee's OJT training plan when Level III performance is achieved.



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ASSESSMENT FORM FOR INSPECTORS' ON THE JOB TRAINING

1. Inspector information					
Name		Division			
Position		Section			
Experience					
2. On the Job Training					
Description of the skills to be achieved	Inspection Facility	Observations on Accomplishment			Name(s)/Signature of the OJT Trainer
		<i>Level 1* (Understanding)</i>	<i>Level 2* (Observation)</i>	<i>Level 3* (Performance)</i>	
Organizational Structure					
Personnel					
Procedures					
Documentation					
Work Environment					
Equipment					
Security and Safety assurance					
3. Certification					
<p>a) By appending my signature, I certify that the trainee has completed the specified OJT documented above and he/she is competent to perform the task without supervision.</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Signature of the OJT Trainer(s) Date</p>					
<p>b) I hereby confirm that the trainee has completed the specified OJT documented above with the qualified OJT trainer(s).</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Signature of the head of the section Date</p>					
<p>NOTE; Level 1*: Familiarization and relevant guidance for a particular task. Level 2*: New inspector observes a qualified inspector performing the task. Level 3*: Qualified inspector observes the new inspector perform the task.</p>					



OJT Certificate:

**BỘ GIAO THÔNG VẬN TẢI
CỤC HÀNG KHÔNG VIỆT NAM
MINISTRY OF TRANSPORT
CIVIL AVIATION AUTHORITY OF VIETNAM**



**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc
SOCIALIST REPUBLIC OF VIETNAM
Independence-Freedom-Happiness**

**GIẤY CHỨNG NHẬN THỰC TẬP TẠI VỊ TRÍ LÀM VIỆC
ON-THE-JOB TRAINING CERTIFICATE
CỤC TRƯỞNG CỤC HÀNG KHÔNG VIỆT NAM
DIRECTOR GENERAL OF CIVIL AVIATION AUTHORITY OF VIETNAM
CHỨNG NHẬN
CERTIFIES THAT**

Ông/Bà (Mr/Ms):

Ngày sinh (Date of Birth):

Đã tham gia và hoàn thành việc thực tập tại vị trí cho Giám sát viên an toàn hoạt động bay.

(Has attended and successfully completed on-the-job training for ANS Inspector).

*Hà Nội, ngày tháng năm
Ha Noi, ...day.... month..... year*

**CỤC TRƯỞNG
DIRECTOR GENERAL**

Số QĐ/Decision No:/QĐ-CHK ngày .../.../....

Đinh Việt Thắng

PHASE 4- RECURRENT/CONTINUATION TRAINING

To be conducted every 2-year intervals for those approved inspectors

Order	Training course code	Contents	Duration	Level of Priority
I	ATS Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (recurrent)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.ATS.1	Update of ICAO SARPs on ATS (if any)		1
5	Cont.ATS.2	Update Viet Nam's Regulations (if any)		1
6	Cont.ATS.3	Participation in meeting/seminar/workshop/refresh on ATM		2
II	CNS Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (recurrent)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.CNS.1	Update of ICAO SARPs on CNS (if any)		1
5	Cont.CNS.2	Update Viet Nam's Regulations (if any)		1
6	Cont.CNS.3	Participation in meeting/seminar/workshop/refresh on CNS		2
III	AIS Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (recurrent)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.AIS.1	Update of ICAO SARPs on AIS (if any)		1
5	Cont.AIS.2	Update Viet Nam's Regulations (if any)		1
6	Cont.AIS.3	Participation in meeting/seminar/workshop/refresh on AIS/AIM		2
IV	MAP-CHART Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (recurrent)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.CHART.1	Update of ICAO SARPs on MAP-CHART (if any)		1
5	Cont.CHART.2	Update Viet Nam's Regulations (if any)		1
6	Cont.CHART.3	Participation in		2

		meeting/seminar/workshop/refresh on MAP-CHART		
V	PANS-OPS Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (recurrent)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.PANS.1	Update of ICAO SARPs on PANS-OPS (if any)		1
5	Cont.PANS.2	Update Viet Nam's Regulations (if any)		1
6	Cont.PANS.3	Participation in meeting/seminar/workshop/refresh on PANS-OPS		2
VI	MET Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (recurrent)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.MET.1	Update of ICAO SARPs on MET service for aviation (if any)		1
5	Cont.MET.2	Update Viet Nam's Regulations (if any)		1
6	Cont.MET.3	Participation in meeting/seminar/workshop/refresh on MET		2
VII	SAR Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (refresher)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.SAR.1	Update of ICAO SARPs on SAR (if any)		1
5	Cont.SAR.2	Update Viet Nam's Regulations (if any)		1
6	Cont.SAR.3	Participation in meeting/seminar/workshop/refresh on SAR		2
VIII	ATC PEL Inspector			
1	R.ANS.1	Safety Oversight Inspector course (refresher)		1
2	R.ANS.2	Safety Management System (refresher)		1
3	R.ANS.3	State Safety Programme (refresher)		1
4	Cont.PEL.1	Update of ICAO SARPs on PEL licensing (if any)		1
5	Cont.PEL.2	Update Viet Nam's Regulations (if any)		1
6	Cont.PEL.3	Participation in meeting/seminar/workshop/refresh on PEL licensing		2

PHASE 5 – SPECIALISED/ADVANCED TRAINING

Order	Training	Contents	Duration	Level of
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	course code			Priority
I	ATS Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/ATS Inspector Safety training	5 days	1
3	S.ANS.3	Auditing Techniques and Best Practices	5 days	1
4	S.ANS.4	Review of Auditing Findings and Corrective Actions	3 days	2
5	S.ANS.5	Resolution of Safety Issues	5 days	2
6	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
7	S.ANS.7A	ATS Safety Management and Investigation	5 days	2
8	S.ANS.8A	Human Factors in Air Traffic Service	5 days	2
9	S.ANS.9	ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation	5 days	2
10	S.ANS.10	Aviation System Block Upgrade (ASBU) implementation	5 days	3
11	S.ANS.11	SWIM Training	5 days	3
12	S.ATS.1	Fatigue Management in Air Traffic Control	5 days	2
13	S.ATS.2	Air Traffic Flow Management and Collaborative Decision Making	5 days	2
14	S.ATS.3	Other advanced/specialized training meeting/seminar/workshop courses related to ATM	5-10 days	3
II	CNS Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/CNS Inspector Safety training	5 days	1
3	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
4	S.ANS.10	Aviation System Block Upgrade (ASBU) implementation	5 days	3
5	S.ANS.11	SWIM Training	5 days	3
6	S.ANS.5	Resolution of Safety Issues	5 days	2
7	S.ANS.9	ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation	5 days	2
8	S.CNS.1	Air Traffic Safety Electronics Personnel Basic	6 days	2
9	S.CNS.2	Air Traffic Safety Electronics Personnel Navigation	5 days	2
10	S.CNS.3	Air Traffic Safety Electronics Personnel Communications – Data	4 days	2

11	S.CNS.4	Air Traffic Safety Electronics Personnel Communications – Voice	4 days	2
12	S.CNS.5	Air Traffic Safety Electronics Personnel Data Processing	4 days	2
13	S.CNS.6	Air Traffic Safety Electronics Personnel Surveillance	4 days	2
14	S.CNS.7	Flight inspector basic training (CNS equipment)	7 days	2
15	S.CNS.8	Review of Auditing Findings and Corrective Actions	3 days	2
16	S.CNS.9	Other advanced/specialized training meeting/seminar/workshop courses related to CNS	5-10 days/course	3
III	AIS Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/AIS Inspector Safety training	5 days	1
3	S.ANS.3	Auditing Techniques and Best Practices	5 days	1
4	S.ANS.4	Review of Auditing Findings and Corrective Actions	3 days	2
5	S.ANS.5	Resolution of Safety Issues	5 days	2
6	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
7	S.ANS.8	Human Factors	5 days	2
8	S.ANS.9	ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation	5 days	2
9	S.ANS.10	Aviation System Block Upgrade (ASBU) implementation	5 days	3
10	S.ANS.11	SWIM Training	5 days	3
11	S.AIS.1	Aeronautical Information Services – Aeronautical Information Management	5 days	2
12	S.AIS.2	Aeronautical Information Quality Management	5 days	2
13	S.AIS.3	Other advanced /specialized training meeting/seminar/workshop courses related to AIS	5 days	3
IV	MAP/CHART Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/MAP/CHART Inspector Safety training	5 days	1
3	S.ANS.3	Auditing Techniques and Best Practices	5 days	1
4	S.ANS.4	Review of Auditing Findings and Corrective Actions	3 days	2
5	S.ANS.5	Resolution of Safety Issues	5 days	2

6	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
7	S.ANS.8	Human Factors	5 days	2
8	S.ANS.9	ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation	5 days	2
9	S.ANS.10	Aviation System Block Upgrade (ASBU) implementation	5 days	3
10	S.AIS.1	Aeronautical Information Services – Aeronautical Information Management	5 days	2
11	S.AIS.2	Aeronautical Information Quality Management	5 days	2
12	S.CHART.1	Advanced Aeronautical Cartography course	4 weeks	1
13	S.CHART.2	eTOD Training	5 days	2
1	S.CHART.3	Aeronautical Data validation and verification	5 days	2
13	S.CHART.4	Other advanced/ specialized training meeting/seminar/workshop courses related to AIS/MAP-CHART	5 days	3
V	PANS-OPS Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/PANS-OPS Inspector Safety training	5 days	1
3	S.ANS.4	Review of Auditing Findings and Corrective Actions	3 days	2
4	S.ANS.5	Resolution of Safety Issues	5 days	2
5	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
6	S.ANS.7	Accident/incident Investigation	5 days	2
7	S.PANS.1	ICAO PANS-OPS Instrument Procedures Design: General criteria and conventional practices	5 weeks	1
8	S.PANS.2	ICAO PANS-OPS Instrument Procedures Design: Criteria for RNAV, GNSS and RNP	3 weeks	1
9	S.PANS.3	Procedures and Design Process for PBN Airspace	2 weeks	1
10	S.PANS.4	Other advanced/ specialized training meeting/seminar/workshop courses related to PANS-OPS	5 days	3
VI	MET Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/MET Inspector Safety training	5 days	1
3	S.ANS.3	Auditing Techniques and Best Practices	5 days	1
4	S.ANS.4	Review of Auditing Findings and Corrective Actions	3 days	2
5	S.ANS.5	Resolution of Safety Issues	5 days	2

6	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
7	S.ANS.7	Accident/incident Investigation	5 days	2
8	S.ANS.8	Human Factors in Air Traffic Service	5 days	2
9	S.ANS.10	Aviation System Block Upgrade (ASBU) implementation	5 days	3
10	S.ANS.11	SWIM Training	5 days	3
11	S.MET.1	Aviation Weather Risk Management	5 days	2
12	S.MET.2	Quality Management System for Aviation Meteorology	5 days	2
13	S.MET.3	MET Information Exchange; MET information for ATM and ATFM	5 days	2
14	S.MET.4	Other advanced /specialized training meeting/seminar/workshop courses related to MET	5 days	3
VII	SAR Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.2	Safety Oversight Inspectors (ANS)/SAR Inspector Safety training	5 days	1
3	S.ANS.3	Auditing Techniques and Best Practices	5 days	1
4	S.ANS.4	Review of Auditing Findings and Corrective Actions	3 days	2
5	S.ANS.5	Resolution of Safety Issues	5 days	2
6	S.ANS.6	USOAP CMA and State Aviation Safety Tools	5 days	2
7	S.ANS.7	Accident/incident Investigation	5 days	2
8	S.ANS.8	Human Factors in Air Traffic Service	5 days	2
9	S.ANS.9	ICAO Standardized Training Package: Operational Hazard Identification and Risk Mitigation	5 days	2
10	S.SAR.1	Search and Rescue Administrators	2 weeks	1
11	S.SAR.2	Aeronautical Search and Rescue Operations	7 weeks	1
12	S.SAR.3	Other advanced /specialized training meeting/seminar/workshop courses related to SAR	5 - 10 days	3
VIII	PEL Inspector			
1	S.ANS.1	State Safety Programme Implementation (SSP)	5 days	1
2	S.ANS.3	Auditing Techniques and Best Practices	5 days	1
3	S.ANS.5	Resolution of Safety Issues	5 days	2
4	S.PEL.1	Safety Oversight Inspector/ Government Safety Inspector Personnel PEL	03 days	1
5	S.PEL.2	ICAO Training package: Personnel Licensing (PEL) system	05-10 days	2
6	S.PEL.3	Competency-based training	05 days	2

7	S.PEL.4	Personnel Licensing Concepts & Processes	02 days	2
8	S.PEL.5	ICAO Training Package: Training Managers Course	5 days	2
9	S.PEL.6	ICAO Training package: Safety Management system Assessment and Monitoring	5 days	2
10	S.PEL.7	Other advanced /specialized training meeting/seminar/workshop courses related to PEL	5 – 10 days	3

PHASE 6 - REFRESHER/REQUALIFICATION TRAINING

Refresher/requalification training applies to ANS Inspector who have not performed any duties for 2 consecutive years and to ANS Inspector whose technical qualifications have expired (applied as for requirements of technical staffs).

(Apply as Recurrent/Continuation training)

APPENDIX 3. SUMMARY OF ANS CASI EXPERIENCE

PERSONAL DETAILS

Name:

Designation:

Employment No.

Date Employment Commencement:

QUALIFICATION /EXPERIENCE (See Chapter 2)

(1a) Qualification			
Training	University/Institution	Achievement	Remark

(1b) Industry/Regulatory Experience			
ANSP / State	Position Held	No. of Years	Remark



APPENDIX 4. TRAINING NEEDS ANALYSIS

Name:

Position:Inspector

Date Compiled:

Type of Training Recommended						
Minimum Qualifications Requirements (MQR) for the Position	MQR Already Possessed?	Initial/Induction /baseline training	Core/technical Training	On Job Training	Re-current/ Continuation Training	Specialized / Advanced Training

Employee:.....

Date:.....

AND Director:.....