



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.GEN.MAN.005
ITS TRAINING POLICY AND PROCEDURE MANUAL – FORMAL COURSE STANDARDS	ED	01 DU 01/03/2015
	REV	00 DU 01/03/2015

Section 3.0 Surveillance Course

3003 Air Operator Surveillance - Airworthiness

ITS Course Number	3003
ITS Course Title	Air Operator Surveillance - Airworthiness
Training Profile	Airworthiness
Training Category	Surveillance 3.0
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Air Operator Surveillance.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Airworthiness safety specialties. It presents information on air operator surveillance job functions, the CCAA, and Directorate of Aviation Safety responsibilities.



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Course Content	<p>This course provides training on basic air operator surveillance procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Plan yearly work program • Perform En Route Inspection (Cockpit and Cabin). • Evaluation of Ground Handling. • In-Flight Performance of Aircraft Systems. • Perform aircraft ramp inspection. • Inspect for suspected unapproved parts. • Inspect programs and records (example - aircraft maintenance, training, and avionics). • Inspect maintenance base and station facilities and equipment. • Inspect foreign operators • Documentation of Inspection Findings
Prerequisites	None
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA (22104, 21406, 21430, 22100, 25032, 25031, 21429, 28442, 25006)





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Section 4.0 Personnel Licensing

4003 Personnel Licensing Procedures - Airworthiness

ITS Course Number	4003
ITS Course Title	Personnel Licensing Procedures - Airworthiness
Training Profile	Airworthiness
Training Category	Personnel Licensing 4.2
Sequence	Initial Training
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Personnel Licensing certification.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Airworthiness safety specialties. It presents information on air operator surveillance job functions, the CCAA, and Flight Standards Department responsibilities.
Course Content	<p>This course provides training on basic personnel licensing procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Certification of Airmen (examples mechanics and maintenance engineers). • Conduct written tests for personnel licensing • Issue certificates (examples – maintenance engineers) • Conduct reexamination test



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Prerequisites	None		
Revision Date	October 1, 2012		
Course Manager	Phone:		
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA18710		

4203 Designated Examiner Procedures – Airworthiness

ITS Course Number	4203
ITS Course Title	Designated Examiner Procedures - Airworthiness
Training Profile	Airworthiness
Training Category	Personnel Licensing 4.2
Sequence	Initial Training
Course Length	24 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of designating examiner.
Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Airworthiness safety specialties. It presents policies and procedures on the certification and inspection of aviation training organizations, the CCAA, and Directorate of Aviation Safety responsibilities.

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Course Content	<p>This course provides training on basic designated examiner procedures and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Designate or Renew Examiners (examples – Pilot Examiners, Flight Engineer, Aircraft Dispatchers) • Inspect Designated Examiners and training programs (examples – Pilot examiners, flight engineer, dispatchers).
Prerequisites	ITS Course 4001
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA 21036

4503 Aviation Training Organizations - Airworthiness

ITS Course Number	4503
ITS Course Title	Aviation Training Organizations - Airworthiness
Training Profile	Airworthiness
Training Category	Personnel Licensing 4.5
Sequence	Initial Training
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Aviation Training Organization certification.

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Course Description	This course is designed for newly hired Directorate of Aviation Safety personnel in Airworthiness safety specialties. It presents information on flight testing procedures, CCAA policy, and Directorate of Aviation Safety responsibilities.
Course Content	<p>This course provides training on aviation training organizations and typically includes the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Conduct certification and renewal of training centers • Inspect training centers (personnel, records or qualifications) • Inspect any Designated examiners at associated with the training center. • Inspect facilities and equipment (example flight simulators or training devices. • Approve and inspect curriculums • Evaluation of aircraft and records.
Prerequisites	ITS Course 4001
Revision Date	October 1, 2012
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	FAA (18718, 21065)