



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

AERONAUTICAL METEOROLOGY COURSE DESCRIPTIONS

Section 1.0 Indoctrination Course

ITS Course Number	1001
ITS Course Title	New Employee Orientation
Training Profile	Aeronautical Meteorology
Training Category	Indoctrination 1.0
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 new employee orientation into the CCAA.
Course Description	This course is designed for newly hired Air Navigation Service Department personnel. It presents orientation information concerning the CCAA and Air Navigation. Course subjects include history, mission and philosophy of the CCAA.



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Course Content	<p>At the conclusion of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Utilize Computer Systems / Info Technology • Manage Resources • Understand agency Travel and Per Diem policy • Describe agency Security policies • Describe CCAA history and philosophy • Identify with the mission of air navigation service department • Understand and apply customer service principles • Identify with the ANS doctrine • Apply team concepts in the ANS department • Understand ethical conduct as it pertains to ANS department • Incorporate professionalism into job functions <ul style="list-style-type: none"> • Demonstrate effective communication skills • Understand legal and regulatory documents including civil aviation acts and regulations, manual of standards, inspectors guidance material and other relevant documents
Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
Associated Training Courses	

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Section 2.0 Certification Courses

2005 Aeronautical Meteorology Service Provider – Certification

ITS Course Number	2005
ITS Course Title	Aeronautical Meteorological Service Provider Certification
Training Profile	Aeronautical Meteorology
Training Category	Certification 2.0
Sequence	Initial
Course Length	80 Hours
Course Objective	After completing the course the inspector will be able to begin formal on-the-job (OJT) for the specific job tasks associated with the subject of Aeronautical Meteorology Service Provider Certification
Course Description	<p>At the conclusion of the course, and with appropriate guidance material participants will be able to :</p> <p>Describe the State responsibilities and ICAO requirements associated with the five phases of Aeronautical Meteorological Service Provider Certification</p> <ul style="list-style-type: none"> ○ Pre-Application Phase I ○ Formal Application Phase II ○ Document Compliance Phase III ○ Demonstration and Inspection Phase IV ○ Certification Phase V <ul style="list-style-type: none"> ○ Apply the processes and procedures used in the certification of Aeronautical Meteorology Service Provider, such as: <ul style="list-style-type: none"> ○ Describe the national legislation and State civil aviation regulations that pertain to this subject. ○ Conduct meetings (examples - Pre-Application and Formal Application meetings). ○ Evaluate Required Management <p>Conduct In-depth evaluation of applicant's operations' manuals (examples – Statement of Compliance Training curriculum and program, General Operations Manual, SIGMET</p>

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	<p>and AIRMET Plans, METAR Plan, SPECI Plan, Trend Forecast /TAF Plan, Climatological Information Plan, Contingency and Security Plans, Record) and quality management system manual</p> <ul style="list-style-type: none"> ○ Evaluate SAR Met Information Supply Plan ○ Evaluate ATS Met Information Supply Plan ○ Evaluate AIS Met Information Supply Plan ○ Evaluate Met Telecommunication Facilities ○ Evaluate Met Forecast Collection and Preparation ○ Evaluate Aerodrome Warnings Issuance Specification/Criteria ○ Evaluate Wind Shear Warnings Issuance Specification/Criteria ○ Inspect applicant’s facilities as applicable. ○ Evaluate Met Office Facilities ○ Evaluate Met Station Facilities ○ Evaluate Met Telecommunication Facilities ○ Evaluate Met Flight Documentation ○ Evaluate Automated Flight Information Systems ○ Identify what items are to be included in the final certification report.
Course Content	None
Prerequisite	July 1, 2014
Revision Date	Phone :
Course Manager	
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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2105 Aeronautical Meteorology Facilities Certification

ITS Course Number	2105
ITS Course Title	Aeronautical Meteorology Facilities Certification
Training Profile	Aeronautical Meteorology
Training Category	Certification 2.1
Sequence	Initial
Course Length	80 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 Aeronautical Meteorology Facilities Certification.
Course Description	This course is designed for newly hired ANS Standards Department personnel in Aeronautical Meteorology specialty. It presents orientation information concerning the CCAA and ANS Standards Department.
Course Content	<p>At the conclusion of the course, and with appropriate guidance material, participants will be able to:</p> <ul style="list-style-type: none"> • Describe the State responsibilities and National Regulations associated with general guidelines for certification of aeronautical meteorological facilities • Describe the record keeping system for aeronautical meteorological/climatological messages • Describe factory and site acceptance tests • Evaluate AMOS and Conventional aeronautical meteorological facilities • Evaluate service provider’s maintenance and calibration Manual • Evaluate service provider’s operational and engineering personnel Training Program • Evaluate AMOS Quality System



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Prerequisites	None
Revision Date	July 1, 2014
Course Manager	Phone:
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