



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 6.0 Job Skill Courses

6104 Quality Management Systems

ITS Course Number	6104
ITS Course Title	Quality Management Systems
Training Profile	AIS/AIM
Training Category	Job Skills 6.1
Sequence	Initial
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 aviation Quality Management Systems.
Course Description	This course is designed for ANS Standards Department personnel. It presents information on quality management systems, CCAA policies, and ANS Standards Department responsibilities.



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

Course Content	<p>This course provides training on Quality Management Systems and will normally include the topics listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Evaluate and Approve a Quality Management Manual • Evaluate Internal Quality Audit Procedures • Evaluate Quality Management Personnel Training Program • Evaluate Quality Control Procedures • Evaluate Third Party Quality Management
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

6504 Aviation Safety Program Manager – AIS/AIM

ITS Course Number	6504
ITS Course Title	Aviation Safety Program Manager - AIM
Training Profile	AIS/AIM
Training Category	Job Skills 6.5
Sequence	Initial
Course Length	24 Hours



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

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 position of Aviation Safety Program Manager.
Course Description	This course is designed for ANS Standards Department personnel in AIS/AIM safety specialties. It presents information on safety program manager responsibilities and procedures, flight safety programs, CCAA policies, and fulfillment of ANS Standards Department goals.
Course Content	<p>This course provides training on Safety Program Manager job functions which normally includes subjects such as those listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Develop an Aviation Safety program • Manage safety meetings and events • Issue waivers or authorizations
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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

6701 Safety Management Systems

ITS Course Number	6701
ITS Course Title	Safety Management Systems
Training Profile	AIS/AIM
Training Category	Job Skills 6.7
Sequence	Initial
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 aviation Safety Management Systems.
Course Description	This course is designed for ANS Standards Department personnel. It presents information on system safety, safety management systems, CCAA policies, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on Safety Management Systems and will normally include the topics listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Approve and inspect a Safety Management System • System safety • Hazard identification and analysis • Risk mitigation procedures • Internal audit and evaluation programs • Employee reporting programs



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

	<ul style="list-style-type: none"> • Safety promotion • Safety assurance • Emergency preparedness
Prerequisite	
Revision Date	June 1, 2014
Course Manager	Phone :
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

[Handwritten signature and initials]



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

6904 Data Originator Organization (DOO) Approval

ITS Course Number	6904
ITS Course Title	Data Originator Organization (DOO) Approval
Training Profile	AIS/AIM
Training Category	Job Skills 6.9
Sequence	Initial
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 DOO certification.
Course Description	This course is designed for ANS Standards Department personnel. It presents information on system safety, safety management systems, CCAA policies, and ANS Standards Department responsibilities.
Course Content	<p>This course provides training on certification of data originating organization and will normally include the topics listed below:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Evaluate and Approve DOO Operations Manual • Inspect DOO Facilities and Equipment • Inspect DOO Chief Surveyor Qualification • Evaluate Survey Equipment Calibration Program • Inspect an Aerodrome Survey Report • Inspect an Radio Navigation Aid Survey Report
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	



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 7.0 Publications Course

7004 AIM Documentation/Editing/Text Production

ITS Course Number	7004
ITS Course Title	AIM Documentation/Editing/Text Production
Training Profile	AIS/AIM
Training Category	AIM Documentation/Editing/Text Production 7.0
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 AIM Documentation/Editing/Text Production job functions.
Course Description	This course is designed for ANS Standards Department personnel in AIS/AIM safety specialties. It presents information on AIS/AIM policies and procedures, and fulfillment of ANS Standards Department responsibilities.



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

Course Content	<p>This course provides training on AIM Publication job functions and will typically include the following subjects:</p> <ul style="list-style-type: none"> • National legislation and State civil aviation regulations that pertain to this subject. • Evaluate a NOTAM Preparation/Issuance Program • Evaluate AIP Publication Program • Evaluate AIP Amendment Publication Process • Evaluate AIP Supplement Publication Process • Evaluate AIC Publication Process • Evaluate PIB Publication Process
Prerequisites	
Revision Date	July 1, 2014
Course Manager	Phone:
Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses	

Handwritten initials/signature