



| <b>CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY</b> |     |                  |
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| MANUAL  | REF | DSA.GEN.MAN.005  |
| ITS TRAINING POLICY AND PROCEDURE<br>MANUAL – FORMAL COURSE STANDARDS   | ED  | 01 DU 01/03/2015 |
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## Section 7.0 Radio Navigation and Surveillance Courses

### 7006 Radio Navigation

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| ITS Course Number  | 7006  |
| ITS Course Title   | <b>Radio Navigation</b>   |
| Training Profile   | AEROTEL   |
| Training Category  | Radio Navigation and Surveillance Services  |
| 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 Radio Navigation job functions   |
| Course Description | This course is designed for ANS Standards Department personnel in AEROTEL safety specialties. It presents information on radio navigation policies and procedures, and fulfillment of ANS Standards Department responsibilities.  |
| Course Content     | <p>This course provides training on radio navigation job functions and will typically include the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Evaluate a Radio Navigation Facility Manual</li> <li>• Evaluate an Instrument Flight Procedure Flight Inspection Program</li> <li>• Evaluate a Radio Navigation Facility Site Validation</li> <li>• Evaluate/Inspect a Radio Navigation Facility Ground Test</li> <li>• Evaluate Radio Navigation Facility Power Supply</li> <li>• Evaluate/Inspect a Radio navigation Facility Flight Test</li> <li>• Inspect a Flight Test Report for Frequency Assignment</li> <li>• Inspect a Radio Navigation Facility Frequency Assignment</li> </ul> |



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|  | <p>Procedure</p> <ul style="list-style-type: none"> <li>• Inspect Radio Navigation Facility Factory Acceptance Test</li> <li>• Evaluate/Inspect a Radio Navigation Facility Reliability Program</li> <li>• Inspect Radio Navigation Facility Test Equipment Calibration/Maintenance Plan</li> <li>• Inspect a Radio Navigation Facility Contingency Plan</li> <li>• Inspect Radio Navigation Facility Security Plan</li> <li>• Inspect a Radio Navigation Facility Reliability/Availability</li> </ul> <p>Inspect an ATSEP (Naviads) Personnel Training Program</p> |
| Prerequisites  | July 1, 2014  |
| Revision Date  |   |
| Course Manager   | Phone:  |
| Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses |   |



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**7106**

**Surveillance**

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|--------------------|--|
| ITS Course Number  | 7106   |
| ITS Course Title   | <b>Surveillance</b>  |
| Training Profile   | AEROTEL  |
| Training Category  | Radio Navigation and Surveillance Services   |
| Sequence           | Initial  |
| Course Length      | 40 Hours   |
| Course Objective   | After completing this course the inspector will be able to begin formal on-the-job training for the specific job tasks associated with the subject of Surveillance.  |
| Course Description | The participant will be provided with technical guidance regarding Surveillance facilities and procedures for air navigation service provider. The course provides the participant with the ability to assess the compliance of air navigation service providers using applicable Civil Aviation Regulations and ANS Standards Department policies.  |
| Course Content     | <p>This course provides basic training on Surveillance job functions which typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Evaluate a Surveillance Facility (PSR, SSR,SMR,ADS-A,ADS-B) Manual</li> <li>• Evaluate a Surveillance Facility Site Validation</li> <li>• Evaluate/Inspect a Surveillance Facility Ground Test</li> <li>• Evaluate/Inspect a Surveillance Facility Flight Test</li> <li>• Evaluate Surveillance Facility Power Supply</li> <li>• Inspect Surveillance Facility Factory Acceptance Test</li> <li>• Evaluate/Inspect a Surveillance Facility Reliability Program</li> <li>• Evaluate/Inspect a Surveillance Facility Availability Program</li> <li>• Inspect Surveillance Facility Test Equipment Calibration/Maintenance Plan</li> <li>• Evaluate/Inspect Surveillance Facility Security Plan</li> <li>• Evaluate/Inspect a Surveillance Facility Contingency Plan</li> </ul> |





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|  | <ul style="list-style-type: none"> <li>Inspect an ATSEP (Surveillance) Personnel Training Program</li> </ul> |
| Prerequisites  |  |
| Revision Date  | July 1, 2014   |
| Course Manager   | Phone:   |
| Associated CCAA, ICAO,<br>Foreign CAAs or other<br>partners Training Courses |  |



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## Section 8.0 Aeronautical Communication Services and Frequency Management Course

### 8006 Aeronautical Communication Services

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| ITS Course Number  | 8006  |
| ITS Course Title   | <b>Aeronautical Communication Services</b>  |
| Training Profile   | AEROTEL   |
| Training Category  | Aeronautical Communication Services and Frequency Management  |
| Sequence           | Initial   |
| Course Length      | 40 Hours  |
| Course Objective   | After completing this course the inspector will be able to begin formal on-the-job training for the specific job tasks associated with the subject of Surveillance.   |
| Course Description | The participant will be provided with technical guidance regarding Surveillance facilities and procedures for air navigation service provider. The course provides the participant with the ability to assess the compliance of air navigation service providers using applicable Civil Aviation Regulations and ANS Standards Department policies.   |
| Course Content     | <p>This course provides basic training on Surveillance job functions which typically includes the following subjects:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• Evaluate an Aeronautical communication Facility Operations Manual</li> <li>• Evaluate an Aeronautical Communication Facility Site Validation</li> <li>• Evaluate/Inspect an Aeronautical Communication Facility Frequency Assignment Request</li> <li>• Evaluate/Inspect an Aeronautical Communication Facility Flight</li> </ul> |



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|  | <p>Test</p> <ul style="list-style-type: none"> <li>• Evaluate an Aeronautical Communication Facility Power Supply</li> <li>• Inspect an Aeronautical Communication Facility Factory Acceptance Test</li> <li>• Evaluate/Inspect an Aeronautical Communication Facility Reliability Program</li> <li>• Evaluate/Inspect an Aeronautical Communication Facility Availability Program</li> <li>• Inspect an Aeronautical Communication Facility Test Equipment Calibration/Maintenance Plan</li> <li>• Evaluate/Inspect an Aeronautical Communication Facility Security Plan</li> <li>• Evaluate/Inspect an Aeronautical Communication Facility Contingency Plan</li> <li>• Inspect an ATSEP (Surveillance) Personnel Training Program</li> <li>• Approve an aeronautical radio frequency spectrum utilization for aerotel facilities</li> </ul> |
| Prerequisites  |   |
| Revision Date  | July 1, 2014  |
| Course Manager   | Phone:  |
| Associated CCAA, ICAO, Foreign CAAs or other partners Training Courses |   |



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## Section 9.0 Management Course

### 9001 Management Training

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|--------------------|--|
| ITS Course Number  | 9001   |
| ITS Course Title   | <b>Management Training</b>   |
| Training Profile   | AEROTEL  |
| Training Category  | Management 9.0   |
| Sequence           | Initial  |
| Course Length      | 40 Hours   |
| Course Objective   | After completing this course the inspector will be able to begin formal on-the-job training for the specific job tasks associated with the subject of management training.   |
| Course Description | Participants will gain an understanding of management duties and responsibilities, teamwork, mentoring, communications, managing resources and change, and planning. The course allows participants to analyze how leadership style impacts job performance, demonstrate interpersonal skills, and develop an action plan to support continued growth in leadership effectiveness.   |
| Course Content     | <p>This course provides training on management or supervisory job functions. Training will typically include subjects such as those shown below:</p> <ul style="list-style-type: none"> <li>• National legislation and State civil aviation regulations that pertain to this subject.</li> <li>• First line duties and responsibilities (examples – job priorities, administrative duties, operational duties and standards, ICAO and CCAA, effective delegation</li> <li>• Leadership and Communication Skills</li> <li>• Creating an effective work environment</li> <li>• Recognize and reward performance</li> <li>• Provide and receive constructive feedback</li> <li>• Self-development based on feedback</li> <li>• Tools for managing employees (examples – communication and motivation strategies, coaching, stress indicators, conflict</li> </ul> |

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|  | <p>management and problem solving, handling change)</p> <ul style="list-style-type: none"> <li>• Monitoring progress and performance</li> <li>• Communicate organizational direction and priorities clearly</li> <li>• Demonstrate interpersonal skills in work-related situations.</li> </ul> |
| Prerequisites  |  |
| Revision Date  | July 1, 2014   |
| Course Manager   | Phone:   |
| Associated CCAA, ICAO,<br>Foreign CAAs or other<br>partners Training Courses |  |