



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

CHAPTER 4 TRAINING PROGRAMME

PART I – TRAINING MANUAL/PROGRAMME APPROVAL



**DSA.AOC.CHL.010, DSA.AOC.CHL.011, DSA.AOC.CHL.016,
DSA.AOC.CHL.017, DSA.AOC.CHL.089**

4.1 BACKGROUND AND OBJECTIVES

4.1.1 Regulations require an air operator to ensure that all operations personnel are properly instructed in their duties and responsibilities and the relationship of such duties to the operation as a whole. The air operator shall have a training programme manual approved by CCAA containing the general training, facilities and record keeping policies. Furthermore, training programmes for instructors who provide training to operations personnel shall also have the approval of the CCAA.

4.1.2 This chapter outlines the procedures and checklists that CCAA inspectors will utilize prior to providing the approval of an air operator’s training programmes for the purpose of qualifying a crew member, or person performing operational control functions, for duties in commercial air transport.

4.2 TRAINING MANUAL APPROVAL

4.2.1 The training programme shall be described in detail either in the operations manual or in a training manual which, whilst it will form part of the operations manual, will be issued as a separate manual. The choice will generally depend upon the extent of the operations and the number and types of aircraft in the operator’s fleet.

Most applicants find it convenient to set forth their training programmes in a training manual of one or more volumes to facilitate easy application and updating. Depending on the scope and complexity of the proposed operation, the training programmes required by regulations may be carried out under the direct control of the air operator or conducted by other training



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA ACC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

facilities under contract or a combination thereof. For flight crew members, the approved training contracted to another facility will be conducted in an approved training organization.

4.2.2 Training syllabi and checking programmes for all operations personnel assigned to operational duties in connection with the preparation and/or conduct of a flight shall be developed to meet the respective requirements of the CCAA. An air operator may not use, nor may any person serve in a required crew member capacity or operational capacity unless that person meets the training and currency requirements established by CCAA for that respective position.

4.2.3 *Flight Crew.* The training syllabi and checking programmes for flight crew members shall include:

- a) a training programme approved by the CCAA that provides for basic indoctrination, initial, transition, difference and recurrent training, as appropriate, for flight crew members for each type of aircraft flown by that crew member. This training programme shall include both normal and emergency procedures training applicable for each type of aircraft flown by the crew member;
- b) Adequate ground and flight training facilities and properly qualified instructors required to meet training objectives and needs;
- c) a current list of approved training materials, equipment, training devices, simulators and other required training items needed to meet the training needs for each type and variation of aircraft flown by the air operator; and
- d) a record system acceptable to the CCAA to show compliance with appropriate training and currency requirements.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.2.4 Cabin crew. The training syllabi and checking programmes for cabin crew members shall include:

- a) basic initial ground training covering duties and responsibilities;
- b) appropriate CCAA rules and regulations;
- c) appropriate portions of the operator's operating manual;
- d) appropriate recurrent training as required by the CCAA and the operator's operating manual;
- e) appropriate in-flight safety duties and functions training;
- f) appropriate recurrent, upgrade, or difference training, as required, to maintain currency in any type and variance of aircraft the crew member may be required to work in;
- g) adequate training facilities and properly qualified instructors required to meet training objectives and needs;
- h) a current list of approved training materials, equipment, training devices, simulators and other required training items needed to meet the training needs for each type and variation of aircraft flown by the air operator; and
- i) maintain a training record system acceptable to the CCAA to show compliance with all required training.

4.2.5 All crew members. A training programme shall be developed for all crew members in the emergency procedures appropriate to each make and model of aircraft flown in by the crew member. Areas shall include:

- a) instruction in emergency procedures, assignments and crew co-ordination;
- b) individual instruction in the use of on-board emergency equipment such as fire extinguishers emergency breathing equipment, first aid equipment and its proper use, emergency exits and evacuation slides and the aircraft's oxygen system including the use of portable emergency oxygen bottles. Flight crew members shall also practice using their emergency equipment designed to protect them in case of a cockpit fire or smoke;
- c) training shall also include instruction in potential emergencies such as rapid decompression, ditching, fire-fighting, aircraft emergency evacuation, medical emergencies, hijacking and disruptive passengers; and
- d) scheduled recurrent training to meet CCAA requirements.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.2.6 *All operations personnel.* The training syllabi and checking programmes for all operations personnel shall include:

- a) training in the safe transportation and recognition of all dangerous goods to a depth sufficient to ensure that an awareness is gained of the hazards associated with dangerous goods, how to identify them and what requirements apply to the carriage of such goods by passengers or as cargo. Training shall include: general philosophy; limitations on dangerous goods in air transport; package marking and labeling; dangerous goods in passengers baggage; emergency procedures; and a method of providing any required notification of an accident or incident involving undeclared dangerous good;

Note.— The requirements for training outlined here are for air operators who are not authorized to carry dangerous goods. The requirements for the initial approval and continuing safety oversight of air operators to carry dangerous goods are extensive. Therefore, the Dangerous Goods Inspector Manual has been established as a separate manual and the procedures and job aids/checklist in this document will be utilized by CCAA inspectors for the approval (including training) and oversight of air operators who may wish to be approved to carry dangerous goods.

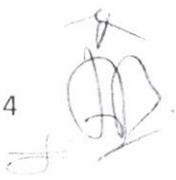
- b) all appropriate security training required by the CCAA.

Note.— Procedures for the review of the security training programmes are not contained in this manual as this review will be completed by the “Direction du Transport Aérien et de la Sûreté” in consultation with the directorate of aviation safety.

4.2.6 *Operations personnel other than crew members.* For operations personnel other than crew members (e.g., flight operations officer, handling personnel, etc.), a documented training programme shall be developed that pertains to their respective duties. The training programme shall provide for initial, recurrent and any required upgrade training.

4.2.7 *Procedures for training and checking.* These are procedures to be applied for checking and procedures in the event that personnel do not achieve or maintain the required standards.

4.2.8 *Document retention.* These are procedures for retention of documentation and training records as required by regulations.





CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.3 TRAINING PROGRAMME APPROVAL – GENERAL

4.3.1 An applicant for an air operator certificate (AOC) is required to develop a training programme for crew members, dispatchers and instructors. An existing operator may need to revise its training programme when purchasing new equipment, operating in a new environment, obtaining new authorizations, or when new CCAA requirements are specified. Each operator must obtain CCAA approval of curriculums used for training crew members, instructors, examiners and flight operations officers. The operator is responsible for ensuring that its training programme is complete, current and in compliance with CCAA guidance. (Unless otherwise specified in this chapter, the term “operator” applies equally to an applicant for a certificate and an existing certificate holder).

4.3.2 The CCAA inspectors will carry out a thorough analysis and inspection of all phases of the applicant’s ground and flight training programmes. This analysis and inspection will establish whether the training methods, syllabi, training aids/devices, training standards, related facilities and record keeping are adequate. The qualifications of ground and flight instructor personnel and their effectiveness will be evaluated.

4.3.3 Factors to be considered in the assessment and inspection of an applicant’s training programme are:

- a) the completeness of the training syllabus and adequacy of facilities, aids, equipment and related training material. These items shall satisfactorily provide for the particular type of training required and be utilized in such a manner as to achieve the desired training standards and objectives. Particular attention shall be given to the availability of approved flight simulation training devices appropriate to the flight training syllabus;
- b) the adequacy and effectiveness of audio-visual training systems that use computer-based instructions, slides, videos and/or films for presenting instructions on aircraft systems, aerodrome qualifications and other subjects;
- c) the existence of provisions to obtain the necessary training material and to instruct personnel whenever new types of operations, new aircraft and/or equipment are introduced; and
- d) the competency of the applicant’s instructors and training supervisors or training organizations to which the applicant intends to contract training.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.3.4 In assessing the scope, quality and effectiveness of the training programme, the CCAA inspector shall observe a sampling of actual training or instruction being given so that it can be determined that:

- a) the applicant adheres to the prescribed syllabus;
- b) the applicant's ground and flight instructors are competent; and
- c) training personnel are able to recognize and appropriately deal with weak or unsatisfactory trainees.

4.3.5 During the inspection of the training programme, the applicant's plan for the maintenance of pilot qualifications, for conversion and pilot upgrading shall also be reviewed to ensure that:

- a) the training and associated qualification checks are carried out in a conscientious manner by properly qualified and authorized personnel;
- b) during training in actual flight, no manoeuvre that might result in an accident is prescribed, taking into account the aircraft involved and the experience and qualifications of the pilot in training and also of the instructor or check pilot; initial and recurrent training and checking is conducted in a systematic manner and in accordance with the training syllabus, without undue reliance upon the individual skill or preferences of the instructor or check pilot; and
- c) Simulation of abnormal or emergency situations is not permitted when passengers or cargo are carried.

4.3.6 The CCAA inspector will approve the applicant's training programme in discrete self-contained sections such as initial training, recurrent training, transition training, conversion training and upgrading training, which can then be further divided into subsections such as ground training, simulator training and flight training. Should any section or subsection of the training programme not meet the required standards, it shall be referred back to the applicant with a written detailed explanation of its deficiencies and of the corrective action necessary. When all requirements for the training programme have been fully met, the applicant shall be notified officially that the training programme has been approved. Any subsequent change to the training programme will require the approval of CCAA.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.4 SPECIFIC TRAINING PROGRAMME

4.4.1 Human factors (CRM) training. Flight operations officers and all aircraft crew members shall have CRM training as part of their initial and recurrent training requirements. CRM training shall include an initial indoctrination/awareness segment, a method to provide recurrent practice and feedback, and a method of providing continuing reinforcement. Curriculum topics to be contained in a CRM training course include:

- communications processes and decision behaviour ;
- internal and external influences on interpersonal communications ;
- barriers to communication ;
- listening skills ;
- decision-making skills ;
- effective briefings ;
- developing open communications ;
- inquiry, advocacy, and assertion training ;
- crew self-critique conflict resolution ;
- team building and maintenance ;
- leadership and followership training ;
- interpersonal relationships ;
- workload management ;
- situational awareness ;
- how to prepare, plan and monitor task completions ;
- workload distribution ;
- distraction avoidance ;
- individual factors ;
- stress reduction.





CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.4.2 Emergency equipment training. The training programme shall require each aircraft crew member to complete emergency equipment training during the specified training periods, using those items of installed emergency equipment for each type of aircraft in which he or she is to serve. During initial training, each aircraft crew member shall be required to perform the following one-time emergency drills:

- a) protective breathing equipment (PBE)/fire-fighting drill:
 - i. locate source of fire or smoke (actual or simulated fire);
 - ii. implement procedures for effective crew co-ordination and communication, including
 - iii. notification of flight crew members about fire situation;
 - iv. don and activate installed PBE or approved PBE simulation device;
 - v. manoeuvre in limited space with reduced visibility;
 - vi. effectively use the aircraft's communication system;
 - vii. identify class of fire;
 - viii. select the appropriate extinguisher;
 - ix. properly remove extinguisher from securing device;
 - x. prepare, operate and discharge extinguisher properly; and
 - xi. utilize correct fire-fighting techniques for type of fire;

- b) emergency evacuation drill:
 - i. recognize and evaluate an emergency;
 - ii. assume appropriate protective position;
 - iii. command passengers to assume protective position;
 - iv. implement crew coordination procedures;
 - v. ensure activation of emergency lights;
 - vi. assess aircraft conditions;
 - vii. initiate evacuation (dependent on signal or decision);
 - viii. command passengers to release seatbelts and evacuate;
 - ix. assess exit and redirect, if necessary; open exit, including deploying slides and commanding helpers to assist;
 - x. command passengers to evacuate at exit and run away from aircraft;
 - xi. assist special-need passengers, such as handicapped, elderly and persons in a state of panic; and



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVIVANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- xii. if required by the CCAA despite the safety risk, actually exit aircraft or training device using at least one of the installed emergency evacuation slides or device; or observe a demonstration of the use of the emergency evacuation slide or device.

Note.— *The training programme shall require crew members to either observe the aeroplane exits being opened in the emergency mode and the associated exit slide/raft pack being deployed and inflated, or perform the tasks resulting in the accomplishment of these actions.*

The training programme shall require each aircraft crew member to accomplish additional emergency drills during initial and recurrent training, with a prescribed periodicity, including actual performance of the following emergency drills:

c) emergency exit drill:

- i. correctly pre-flight each type of emergency exit and evacuation slide or slide raft (if part of cabin crew member’s assigned duties; this is required for flight crew members);
- ii. disarm and open each type of door exit in normal mode;
- iii. close each type of door exit in normal mode;
- iv. arm each type of door exit in emergency mode;
- v. open each type of door exit in emergency mode or, if no door trainer device is available, observe a demonstration then simulate the door opening in emergency mode;
- vi. use manual slide inflation system to accomplish or ensure slide or slide raft inflation or, if no slide inflation training device is available, observe a demonstration;
- vii. open each type of window exit; and
- viii. remove escape rope and position for use;

d) hand-held fire extinguisher drill:

- i. pre-flight each type of hand-held fire extinguisher;
- ii. locate source of fire or smoke and identify class of fire;
- iii. select appropriate extinguisher and remove from securing device;
- iv. prepare extinguisher for use;
- v. actually operate and discharge each type of installed hand fire extinguisher;

Note 1.— *Fighting an actual or a simulated fire is not necessary during this drill.*

Note 2.— *The discharge of halon extinguishing agents during fire-fighting drills is not appropriate. Other appropriate agents that are not damaging to the environment should be used during the drills to simulate the discharge of halon.*



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA.AOC.MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- vi. utilize correct fire-fighting techniques for type of fire;
 - vii. implement procedures for effective crew co-ordination and communication, including notification of flight crew members about the type of fire situation;
- e) emergency oxygen system drill:
- i. pre-flight and operation of portable oxygen devices;
 - ii. actually operate portable oxygen bottles, including masks and tubing;
 - iii. verbally demonstrate operation of chemical oxygen generators or installed oxygen supply system;
 - iv. prepare for use and operate oxygen device properly, including donning and activation;
 - v. administer oxygen to self, passengers and to those persons with special oxygen needs;
 - vi. utilize proper procedures for effective crew coordination and communication;
 - vii. manually open each type of oxygen mask compartment and deploy oxygen masks, for masks designed for manual retrieval and donning;
 - viii. identify compartments with extra oxygen masks;
 - ix. implement immediate action decompression procedures;
 - x. pre-flight and operation of PBE; and
 - xi. activate PBE;
- f) flotation device drill:
- i. pre-flight flotation device, if appropriate;
 - ii. don and inflate life vests;
 - iii. remove and use flotation seat cushions, as installed; and
 - iv. demonstrate swimming techniques using a seat cushion, as installed;
- g) ditching drill, if applicable

Note.— During a ditching drill, students shall perform the “prior to impact” and “after impact” procedures for ditching, as appropriate, to the specific operator’s type of operation.

4.4.3 Flight crew initial aircraft ground training

4.4.3.1 The initial aircraft ground training curriculum for the flight crew shall be applicable to their duties, the type of operations conducted and aircraft flown. Instructions shall include at least the following general subjects:



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA ACC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- a) operator's dispatch, maintenance release, method of control and supervision of flight operations or flight locating procedures;
- b) principles and methods for determining mass and balance and runway limitations for take-off;
- c) operator's operations specifications, authorizations and limitations;
- d) adverse weather recognition and avoidance, and flight procedures which shall be followed when operating in the following conditions:
 - icing;
 - fog;
 - turbulence;
 - heavy precipitation;
 - thunderstorms;
 - mountain waves;
 - volcanic ash;
 - low-level windshear and microburst;
 - low visibility;
 - contaminated runways.
- e) normal and emergency communications procedures and navigation equipment including the operator's communications procedures and ATC clearance requirements;
- f) navigation procedures used in terminal departure, en-route, terminal arrival, approach and landing phases, to include visual cues prior to and during descent below DH or MDA;
- a) crew resource management training;
- b) air traffic control systems, procedures and phraseology;
 - i. aircraft performance characteristics during all flight regimes, including;
 - ii. the use of charts, tables, tabulated data and other related manual information;
 - iii. normal, abnormal and emergency performance problems;
 - iv. meteorological and mass limiting performance factors (such as temperature, pressure, contaminated runways, precipitation, climb/runway limits);
 - v. inoperative equipment performance limiting factors (such as MEL/CDL, inoperative anti-skid); and
 - vi. special operational conditions (such as unpaved runways, high altitude aerodromes and drift down requirements).
 - vii. normal, abnormal and emergency procedures on the aircraft type to be used;



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.4.3.2 The initial aircraft ground training curriculum for the flight crew shall be applicable to their duties, the type of operations conducted and aircraft flown, including at least the content of the aircraft operating information of the operations manual, as well as the additional operating procedures that are in the General part of the operations manual.

4.4.3.3 The initial aircraft ground training curriculum for the flight crew shall be applicable to their duties, the type of operations conducted and aircraft flown, including at least the following aircraft systems integration items and procedures:

- a) use of checklist;
- b) flight planning;
- c) navigation and communications systems;
- d) autoflight/flight directors; and
- e) cockpit familiarization.

4.4.4 Flight crew initial aircraft flight training

4.4.4.1 The pilot initial flight training includes at least the following training and practice in procedures related to the carrying out of pilot duties and functions. This training and practice may be accomplished either in flight or in a flight simulation training device (FSTD), as appropriate to the category and class of aircraft and as approved by CCAA. If available, an FSTD must be utilized for training on turbo-jet aircraft and all large turbo-prop aircraft training. The training curriculum will be based on the manufacturer flight crew training manual if available and on the TCDS if the TCDS contains type-rating training data.

Note. — The flight training events for pilots listed in 4.4.4.2 are generic in nature for an aircraft type-rating training curriculum conducted in an FSTD.

4.4.4.2 The training events should include:

- a) Flight preparation, including ground operations before take-off
- b) Take off
- c) Climb:
- d) En-route:
- e) Descent
- f) Approaches (visual and instrument approaches including missed approach
- g) Landings
- h) After landing



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- i) Other flight procedures during any airborne phase
- j) Normal, abnormal and alternate procedures during any phase
- k) Emergency procedures during any phase

4.4.5 Flight engineer flight training.

4.4.5.1 The flight engineer flight training shall include at least the following training and practice in procedures related to the carrying out of flight engineer duties and functions. This training and practice may be accomplished either in flight or in an FSTD, as approved by CCAA.

Note.— The flight training events for flight engineers listed 4.4.5.2 are generic in nature for a type-rated aeroplane training curriculum. Additional training events may need to be added, changed or deleted.

4.4.5.2 The training events should include:

- a) Flight preparation
- b) Ground operations
- c) Take-off
- d) Climb
- e) En-route
- f) Descent
- g) Approach
- h) Landings
- i) Procedures during any ground or airborne phase

4.4.6 Aircraft differences training. Aircraft differences training for crew members and flight operations officers are required when the operator has aircraft variances within the same type of aircraft. This training depends on the variances in equipment installed and in an aircraft family (e.g. A-318, A-319, A-320, A-321). The variances in installed equipment and the resulting training requirements must be identified. Guidance on training for aircraft family variances may be available from the State of Design or from the manufacturer or from the TCDS. A training curriculum needs to be developed covering the variances.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.4.7 Pilot recurrent training

4.4.7.1 The recurrent training programme for all flight crew shall be relevant to the type or variant of aircraft on which he or she is assigned and rated to operate and for the crew member position involved. The flight crew member recurrent ground training includes at least the following:

- a) general subjects;
 - b) aircraft systems, limitations and procedures;
 - c) ground icing and de-icing procedures and requirements;
 - d) emergency equipment and drills :
 - i. every 12 months:
 - location and use of all emergency and safety equipment carried on the aeroplane;
 - the location and use of all types of exits;
 - actual donning of a lifejacket where fitted;
 - actual donning of protective breathing equipment;
 - actual handling of fire extinguishers;
 - ii. every 3 years:
 - operation of all types of exits;
 - demonstration of the method used to operate a slide, where fitted;
 - fire-fighting using equipment representative of that carried in the aeroplane on an actual or simulated fire;
- Note.**— *With halon extinguishers, an alternative method acceptable to the CCAA may be used. Effects of smoke in an enclosed area and actual use of all relevant equipment in a simulated smoke-filled environment.*
- actual handling of pyrotechnics, real or simulated, where fitted;
 - demonstration in the use of the life-raft(s), where fitted;
 - an emergency evacuation drill;
 - a ditching drill, if applicable;
 - a rapid decompression drill, if applicable;
- e) crew resource management;
 - f) dangerous goods;
 - g) security.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.4.7.2 The pilot recurrent flight training shall include at least the following:

Note.— Flight training may be conducted in an appropriate aircraft, adequate flight simulation training device (FSTD), or in a combination of aircraft and FSTD, as approved by CCAA. Recurrent training shall be conducted in an FSTD for all turbo-jet and large turbo-prop.

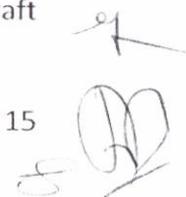
- a) flight preparation;
- b) ground operation before take-off;
- c) take-off;
- d) climb;
- e) en-route;
- f) descent;
- g) approaches (visual and instrument approaches including missed approach);
- h) landings;
- i) after landing;
- j) other flight procedures during any airborne phase;
- k) normal, abnormal and alternate procedures during any phase;
- l) emergency procedures during any phase.

4.4.8 **Flight engineer recurrent.** The flight engineer recurrent flight training includes at least the flight training specified in 4.4.5.

4.4.9 **Initial aircraft ground training – Cabin crew.** The initial ground training curriculum for cabin crew members shall be applicable to the type of operations conducted and aircraft flown, including at least the following general subjects, if applicable:

- a) aircraft familiarization;
- b) aircraft equipment and furnishings;
- c) aircraft systems;
- d) aircraft exits;
- e) crew member communication and coordination, including the authority of the PIC;
- f) routine crew member responsibilities, duties and procedures for all phases of the operation;
- g) passenger handling responsibilities.

4.4.9.1 **Initial ground training for cabin crew members.** The initial ground training curriculum for cabin crew members shall be applicable to the type of operations conducted and aircraft flown, including at least the following aircraft specific emergency subjects, if applicable:





CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- a) emergency equipment;
- b) emergency assignments and procedures;
- c) aircraft-specific emergency drills.

4.4.10 Recurrent normal and emergency training – Cabin crew. Each cabin crew member shall undergo recurrent training in evacuation and other appropriate normal and emergency procedures and drills relevant to his or her assigned positions and the type(s) and/or variant(s) of aircraft on which he or she operates every twelve months in at least the following:

- a) emergency equipment;
- b) emergency procedures;
- c) emergency drills as in 4.4.7.1 d);
- d) crew resource management;
- e) dangerous goods;
- f) security.

4.4.11 Initial training – Flight operations officer. The initial aircraft ground training for flight operations officers that include instruction in at least the following subjects:

- general dispatch and operational control subjects
- aircraft characteristics
- operations procedures
- abnormal and emergency procedures
- crew resource management
- dangerous goods
- security
- differences training
- at least one qualification flight shall be performed in the flight crew compartment of an aircraft over any area for which the flight operations officer is authorized to exercise flight supervision.

4.4.12 Recurrent training – Flight operations officer

4.4.12.1 The recurrent training programme, to be completed every twelve months shall be relevant to the type(s) and/or variant(s) of aircraft and the operations conducted by the air operator.



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

4.4.12.2 The training programme shall ensure that each flight operations officer receives recurrent training in the subjects required for initial training listed in 4.4.10 in sufficient detail to ensure competency in each specified area of training. Operators may choose to provide in-depth coverage of selected subjects on any one cycle of training. In such cases the operator's training programme must cover all the subjects to the detail required for initial qualification within three years.

4.4.12.3 Within the preceding 12 months, at least one qualification flight shall be performed in the flight crew compartment of an aircraft over any area for which the flight operations officer is authorized to exercise flight supervision.

4.4.13.1 Flight crew instructor training. The initial ground training for flight instructors shall include the following:

- flight instructor duties, functions and responsibilities
- applicable regulations and the operator's policies and procedure
- training to ensure the flight instructor is competent to:
 - manage safety
 - prepare the training environment
 - manage the trainee
 - conduct training
 - perform trainee assessment
 - perform course evaluation

For candidates not rated on the aircraft type, the programme shall include the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the aircraft to which the flight instructor is in transition training.

4.4.13.2 The initial and transition flight training for flight instructors shall include the following:

- safety measures for emergency situations that are likely to develop during instruction
- potential results of improper,
- untimely or non-execution of safety measures during instruction for pilot flight instructor (aircraft):



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY		
MANUAL	REF	DSA AOC MAN 001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- in-flight training and practice in conducting flight instruction from the left and right pilot seats in the required normal, abnormal and emergency procedures to ensure competence as an instructor
- the safety measures to be taken from either pilot seat for emergency situations that are likely to develop during instruction
- flight training requirements for flight instructors can be completed in full or in part in flight or in a flight simulation training device, as appropriate
- initial and transition flight training for flight instructors (FSTD) shall include training in the operation of flight simulation training devices, to ensure competence to conduct the flight instruction required.

4.4.14 Cabin crew instructor training. The initial ground training for the cabin instructors shall include the following:

- cabin instructor duties, functions and responsibilities
- applicable regulations and the operator’s policies and procedures
- training to ensure the cabin crew instructor is competent to:
 - manage safety
 - prepare the training environment
 - manage the trainee
 - conduct training
 - perform trainee assessment
 - perform course evaluation

For candidates not qualified to perform cabin duties on the aircraft, the training programme shall include the approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures applicable to the aircraft, as appropriate to which the cabin instructor is in transition.

4.4.15 Flight operations officer instructor training shall include the following:

- flight operations officer instructor duties, functions and responsibilities
- applicable regulations and the operator’s policies and procedures
- training to ensure the flight operations officer instructor is competent to:
 - manage safety
 - prepare the training environment
 - manage the trainee



CAMEROON CIVIL AVIATION AUTHORITY – DIRECTION OF AVIATION SAFETY

MANUAL	REF	DSA AOC MAN.001
AIR OPERATOR CERTIFICATION AND SURVEILLANCE MANUAL	ED	02 DU 01/04/2015
	REV	00 DU 01/04/2015

- conduct training
- perform trainee assessment
- perform course evaluation

Transition ground training for flight operations officer instructors shall include the approved methods, procedures and limitations for performing the required normal, abnormal and emergency procedures applicable to the position involved to which the flight operations officer instructor is in transition.

4.4.16 Report procedures

The appropriate training manual/programme checklist DSA.AOC.CHL.010 included at the end of this chapter shall be used for recording the results of the review of the applicable training manual/programme.