

CIVIL AVIATION AUTHORITY, BANGLADESH



**Training Programme
For
PEL Inspectorate Staff & Other Technical
Personnel**

VERSION 1.0

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FOREWORD

This document contains the Training programme for the PEL inspectorate staff & other technical personnel for performing all regular activities including surveillance, inspections, audits, and also finds the deficiencies/findings, corrective actions, follow-up and enforcement actions..

In order to meet the ICAO safety oversight obligation, each PEL inspectorate staff & other technical personnel is required to develop and implement training programme.

Formal training of PEL Inspectorate personnel shall be carried out in aviation training institutions recognized by the Authority. This is essential as it will ensure that PEL training is standardized and meets the PEL oversight requirements.

This training programme for PEL Inspectorate shall have immediate effect.


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Training Programme for PEL inspectorate staff & other technical personnel

1. Introduction

- 1.1 The PEL Safety Oversight activities include surveillance, inspections, audits, analysis to find the root cause of the deficiencies/findings, corrective actions, follow-up and enforcement actions. Effective implementation of these tasks requires the intervention of highly qualified personnel during the various stages of the process.
- 1.2 The continuing development of PEL Inspectorate personnels knowledge and skills related to their respective responsibilities through formal training followed by On-the-Job Training (OJT), periodic training and refresher courses.
- 1.3 Inspectors Training System (ITS) guide approved by Chairman, CAAB shall be followed.
- 1.4 ITS provides the training requirements for PEL Inspectorate personnel's. These requirements include formal classroom training courses and on-the-job training requirements. Training requirements have been specified for nine categories of training which are discussed in para 3-Training Requirements. PEL Inspectorate personnel's complete the training requirements specified in this document.

2. Types of training

The following three types of training shall be applicable for Inspectors having adequate previous experience in the relevant fields:

- a) Initial/ Basic Course for Personal Licensing Inspectors, followed by OJT;
- b) Recurrent/Refresher Training Course; and
- c) Specialized Training Course.

2.1 Initial/Basic Inspector Training

The minimum courses on which training shall be completed prior to issuance of a PEL Inspector's Credentials include the following:

- a) Indoctrination Course;
- b) PEL initial course
- c) Inspection/Audit Course;
- d) English Language Proficiency course;
- e) Course on Report Writing Skills; and
- f) OJT including administrative procedures and a minimum of 2 (two) inspections with a qualified PEL Inspector.

2.2 On-job-training (OJT)

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- 2.2.1 All PEL Inspectorate personnel's after completion of formal training, shall undergo OJT under the supervision of a qualified PEL Inspector in the relevant fields.
- 2.2.2 The objective of OJT is to provide the PEL new Inspector - with the basic knowledge which will enable newly hired inspectors to perform PEL regulatory functions.
- 2.2.3 New inspectors will be programmed for initial and ongoing training based on their assigned duties. The inspector's initial training is commonly referred to as, basic indoctrination training, or initial training. Initial courses are mandatory and shall be completed satisfactorily.
- 2.2.4 Newly hired inspectors, and inspectors transitioning to a position that they have not previously received OJT for, are assigned an experienced and qualified inspector (Principal Inspector) who is jointly responsible with the inspector for completion of OJT requirements. The inspector will go through the following three levels of OJT:

Level-I: Level-I training is familiarization with Authority guidance relevant to a particular job task.

This knowledge is contained in orders, rules, guidance, and standards. Level I training typically involves a review of all reference materials applicable to the job tasks for which training has been identified. Level I training may be satisfied through classroom training or other delivery methods.

Level-II: During the level-II the new inspector observes a qualified inspector performing the task.

Level II training involves observation of the performance of specific job tasks. This training typically involves the trainee observing and/or assisting the OJT instructor in the performance of those specific job tasks for which the trainee will be held accountable. Level II training may be satisfied through appropriate classroom training that provides the opportunity for the trainee to observe and/or assist the instructor performing the task.

Level-III: In level-III, a qualified inspector observes the new inspector perform the task.

Level III training involves the application of knowledge and skills to the performance of specific job tasks. Typically, the trainee performs the job task under the observation of a qualified OJT instructor. The instructor assesses the performance of the task and indicates on the trainee's OJT training plan when Level III performance is achieved.

2.2.5 The new developmental inspectors shall-

- a) Participate, as an observer, in at least 2 (two) inspections conducted by a qualified PEL Inspector; and
- b) Conduct at least 2 (two) inspections under supervision of a qualified PEL Inspector.

2.2.6 The OJT record is certified at each level and signed off when the inspector is competent at performing the task.

2.2.7 Training records shall be maintained in a systematic and organized way.

2.2.8 ASRTM training database software shall be used for maintaining training records.

2.3 Recurrent/ Refresher training

2.3.1 Periodic recurrent/ refresher training courses in all relevant disciplines are required for the continuing development of the knowledge and skills of the Inspectors related to their respective responsibilities.

2.3.2 All PEL inspectorate staff & other technical personnel shall be required to undertake recurrent training at least once every 3 (three) years.

2.4 Specialized training

2.4.1 Periodic practical and theoretical specialized (technical) training, including Supervisory Courses will enable the PEL Inspectorate personnel's to maintain a high level of knowledge and expertise and thus undertake their duties and responsibilities in a more effective and efficient manner.

2.4.2 The specialized training shall be dependent on the different PEL fields of inspection. Common subjects of these courses shall be as follows:

- a) Human Factors course,
- b) ICAO State Safety Programme (SSP) course,
- c) Safety Management System (SMS) Course,
- d) Aircraft Accident Investigation Course,
- e) Quality Management Systems Course,
- f) Accident and Incident Analysis Course,
- g) Surveillance for Service Providers Course,
- h) Enforcement and Compliance Procedures,
- i) Resolution of Safety Concern Course,

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- j) Inspector Training System (ITS) Course,
 - k) Civil Aviation Management Course,
 - l) Safety Oversight for Managers courses,
 - m) ICAO USOAP Continuous Monitoring Approach (CMA) Course/workshop.

2.4.3 ICAO CMA Course is essential for Inspectors to enable them to understand the ICAO Audit Procedures and thus to face the Audit, as the State counterpart, in an effective manner.

3. Training Requirements

3.1 This training program specifies the minimum initial training requirements that must be completed for all CAA Inspectors. Recurrent training requirements are discussed in para 2.3.

3.2 The training required for any individual inspector is based upon the specific Job Tasks that the inspector will be asked to perform.

3.3 Within the Training Profiles the Job Tasks have been divided into nine training categories that represent the principal ICAO subject areas for CAA Inspectors. Each training category includes a listing of all possible Job Tasks. These same training categories are used consistently throughout the ITS system. The training categories are as follows:

1. Indoctrination
2. Certification
3. Surveillance
4. Personnel Licensing
5. Investigations
6. Job Skills
7. Management

3.4 Training categories one through five are considered *core training* that is required for all inspectors. If more than one course is shown in the category, it is expected that, as a minimum, at least the first course listed in the category will be provided to an inspector prior to being assigned as a Principal Inspector. Training categories six through nine are optional specialized training.

3.5 For each of these training categories a formal required classroom training course has been specified. In order to determine the training required for an inspector, simply consult the appropriate Training Profile, and locate the Job Task that the inspector will be asked to perform. The inspector must complete both the formal classroom training course associated with that Job Task, and On-the-Job training for that Job Task, before he can be given authority to conduct the task by himself. The process is illustrated as follows:



3.6 In order to achieve qualification for any particular Job Task, **an Inspector must COMPLETE BOTH the Formal Course and the OJT for that Job Task.** A detailed analysis of each Job Task is found in a separate Job Task Analysis document for Each Inspectors.

4 **Training for re-qualification**

4.1 An Inspector who has been out of the programme for more than 1 (one) year shall conduct at least 2 (two) inspections under supervision.

5. **Training for newly recruited PEL Personnel without previous experience in the relevant fields:**

5.1 Newly recruited PEL Personnel, without previous experience in the relevant fields, shall be required to complete the Basic Developmental Training Courses in their respective fields. After that, they shall undergo training courses as mentioned above in Article 2.

5.2 The Course Contents and Syllabus of the courses shall be as per ICAO Standard.

6. **Implementation of Training Programme**

6.1 The Training Programme has been prepared on the requirements of CAAB Training Policy. Directorate of Flight Safety and Regulations/PEL Inspectorate shall implement of this Training Programme.