

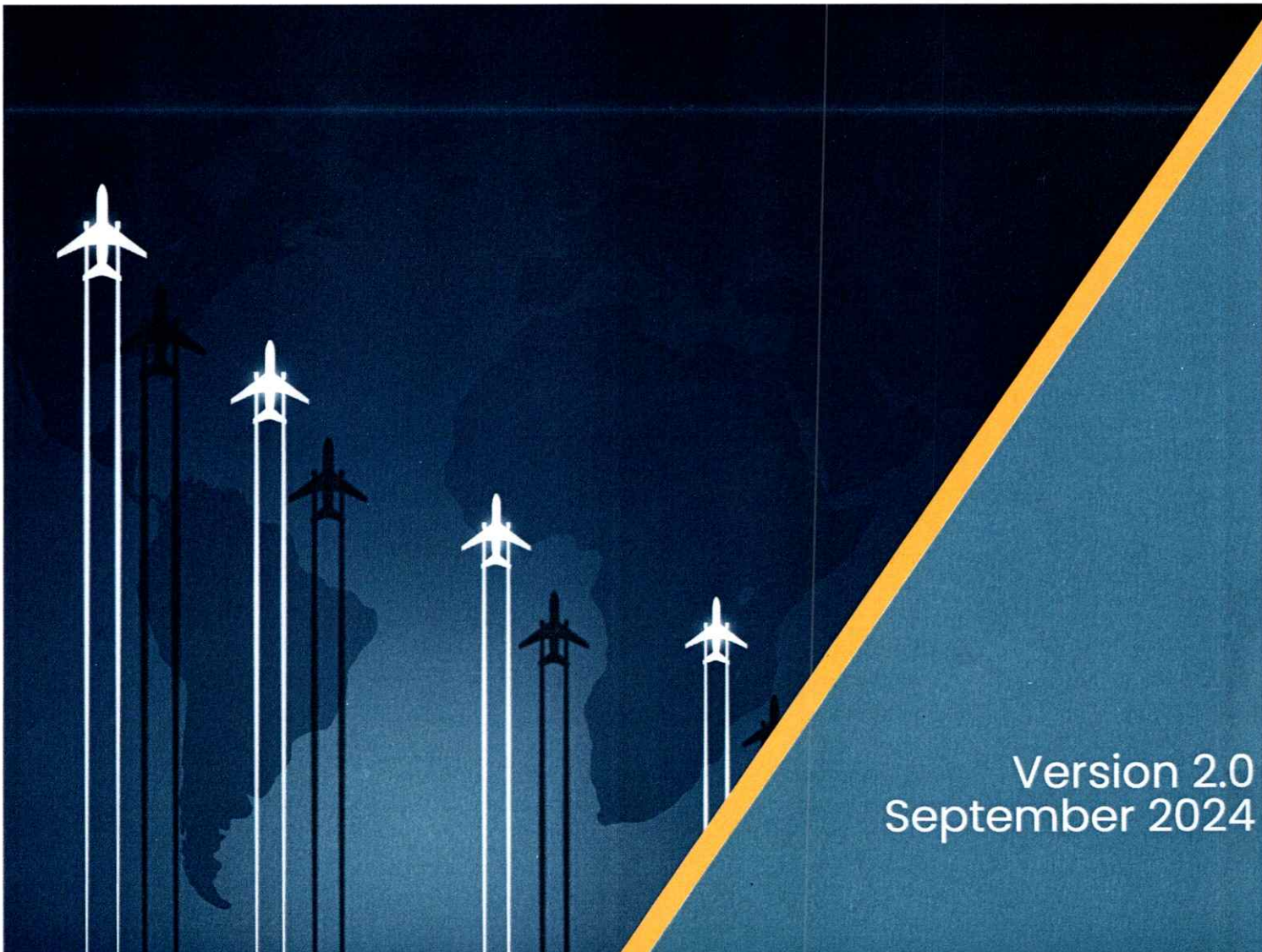


CPD 14-02

**CIVIL AVIATION AUTHORITY OF BANGLADESH**

Civil Aviation Procedure Document

**Training Need Analysis For AGA Inspectors**



Version 2.0  
September 2024

**Aerodrome Standard Division**

**CPD 14-02**



# **CIVIL AVIATION AUTHORITY OF BANGLADESH**

**Civil Aviation Procedure Document  
on  
Training Need Analysis For AGA Inspectors**

**Version: 2.0**

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**RECORDS OF AMENDMENTS**

No.	Date Applicable	Date Entered	Entered by

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**FOREWORD**

This document contains the procedures for determining the Training Needs for all Officers performing or expected to perform as AGA Inspectors. The procedures detailed in this document should be followed to determine the training needs of the AGA Inspectors.

This being a live document, with the pace of time, following emergences of new ideas and more advanced aviation needs, the document has been amended by incorporating new inputs. This amended document shall be in force with effect from the date mentioned in the document.



**Air Vice Marshal Md Monjur Kabir Bhuiyan**

BUP, ndc, nswc, afwc, psc

Chairman

Civil Aviation Authority of Bangladesh

## 1. Introduction

- 1.1 Training Need s Analysis (TNA) should be carried out before any major decisions are made for concerned human factors training. A TNA is a crucial stage in putting together a human factors training programme, and should not be omitted unless all staff are to receive full training on all syllabus/ topics. Even then, a TNA would be a valuable tool in helping to design the training and tailor it for the needs of the Aviation Safety Inspectors.
- 1.2 Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) of ICAO is the procedures to assess the effective implementation of the eight critical elements (CEs) of a State's Safety Oversight System. USOAP CMA PQs are developed based on ICAO Standard and Recommended Practices, Procedures for Air Navigation Services and ICAO guidance material. As such Bangladesh has to carry out safety oversight audit in all the fields of its aviation activities by respective AGA Safety Oversight Inspectors. Inspection/Audit in all fields will be effective when the Inspectors are experienced and well trained. Regular training to the AGA Inspectors will be the only way to make them efficient Safety Oversight Inspectors/Auditors.
- 1.3 This document provides the methods in determining training requirements for AGA Inspectors. These requirements include formal classroom training courses and on- the - job training (OJT) requirements. All AGA Inspectors should get the trainings on the basis of requirements specified in this document.

## 2. Categories of Officials/Inspectors:

For considering the training requirements, **Officials/ Inspectors** may be divided into 3 (three) categories:

- (a) **Category-1:** Newly recruited Officers/ Inspectors having basic educational qualification (preferably BSc. in Engineering) with no previous experience as 'Inspectors' in the AGA Task Areas;
- (b) **Category-2:** (a) Officers/ Inspectors having no previous Experience as 'Inspectors' but having working experience in the AGA Task Area as 'observer' and completed the OJT mentioned in para 3.2;  
**Or,**  
(b) Officers/Inspectors fulfilling the criteria mention in Category-2(a), but out of relevant job for more than 2 (two) years.
- (c) **Category-3:** Officers/ Inspectors having previous experience as 'AGA Inspectors' and completed the OJT mentioned in para 4.2, but out of relevant job for more than 2 (two) years.

## 3. Training needs for Category-1:

Category-1 officers and shall be required to undergo training as mentioned in para 3.1 and 3.2 below:

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### 3.1 Step 1: Initial Training (Formal class room training):

Initial Training conducted across various task areas shall include:

- (a) Indoctrination course on –
  - i) Legislation and General CAAB activities;
  - ii) Subjects in the task area.
- (b) Initial/ Basic Inspection/ Audit course in the assigned AGA task area
- (c) Aerodrome Certification
- (d) Annex 14 Volume 1 and Volume 2: Implementation in AGA task area
- (e) Human Factors course
- (f) Aerodrome Safety Management System
- (g) Enforcement course

### 3.2 Step 2: On-the-Job Training (OJT):

On-the-Job Training shall be needed after the completion of initial training mentioned in Category 1 and having working experience in AGA task areas as observer for at least 6 months. During OJT Inspectors will perform through collaborative learning, inspection under supervision of certified OJT Instructor.

## 4. Training needs for Category-2:

Category-2 officers and shall be required to undergo training as mentioned in para 4.1 and 4.2 below:

(In such cases Indoctrination course on subjects in the task area may be avoided.)

### 4.1 Step 1: Initial Training (Formal class room training):

Initial Training conducted across various task areas shall include:

- (a) Initial/ Basic Inspection/ Audit course in the assigned AGA task area
- (b) Aerodrome Certification
- (c) Annex 14 Volume 1 and Volume 2: Implementation in AGA task area
- (d) Human Factors course
- (e) Aerodrome Safety Management System
- (f) Enforcement course.

### 4.2 Step 2: On-the-Job Training (OJT):

On-the-Job Training shall be needed after the completion of the formal Initial/ Basic Inspection/ Audit/ Certification course of the subject area. During OJT Inspectors will perform through collaborative learning, inspection under supervision and finally full authority independent inspection.

## 5. Training needs for Category-3:

Category-3 Officers/Inspectors and shall be required to undergo **Refresher/ Recurrent training courses, including OJT**, where applicable.

## 6. Complementary Training Courses:

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AGA Inspectors may require to undergo few more courses as complementary to the Initial Training Courses. Aerodrome Standard Division will add those in the Training Programme and divide the courses into 4 (four) levels as level 1, level 2 level 3 and Advance Training. Director (Aerodrome Standard) shall ensure the preparation of a training plan with minimum duration of 2 (two) years considering the competency and training requirement of the inspectors working in the AGA task areas.

### 7. **Recurrent/ Refresher training courses:**

Recurrent/ refresher training courses are required to refresh the knowledge and skills of the Inspectors and for the continuing development of their performances in the respective Task Areas.

#### 7.1 **When required:**

Recurrent/ refresher training courses shall be required in the following cases: (a)

For Category-1 & Category-2 Inspectors once in every 3 (Three) years;

(b) For Category-3 Inspectors, as mentioned in Para 2 (c).

### 8. **Specialized/ Advanced Courses:**

Specialized/ Advanced Courses enable the Inspectors to maintain a high level of knowledge and expertise and thus undertake their duties and responsibilities in a more effective and efficient manner.

Such Courses are required to enhance knowledge and skill of the Inspectors in up-to-date and specialized areas.

#### 8.1 **When required:**

**Specialized/ Advanced** training should be provided to the Inspectors, whenever -

- (a) They are required to work beyond the purview of their previous training and experience in the same task area; or
- (b) They are required to be assigned with any specialized job task in an area where they are not previously trained; or
- (c) Inspectors are required to undertake any higher responsibilities e.g. Lead auditor, etc; or
- (d) The authority assumes that the Inspectors should attain the Advanced / Specialized Courses to get them competent to undertake the relevant specialized task in future.

### 9. **Issuance of Inspector's Credential:**

- 9.1 After an inspector successfully completes the Inspection Audit course for the specific assign task of AGA area and be able to carry out inspection tasks, a 'Credential' of Inspector will be provided to the Inspector by the Chairman, CAAB.



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- 9.2 An Inspector having experience in AGA Task areas and who has completed the Aerodrome Certification Course may be issued with an Inspector's Credential.
- 9.3 ASD should arrange training for the holders of Inspector's Credential in all of the Initial and Complementary Training Courses through Periodic Training Plan.

Note: An Inspector holding Credential shall perform duties in the areas he/she is authorized for.

10. **Inclusion of required trainings in the Training Programme and Plan:**

Specialized/ Advanced Courses, as well as the Initial and Recurrent/ Refresher training courses need to be detailed in the Training Programme for AGA Inspectors and will be implemented through the inclusion in and updating of the Periodic Training Plan for all the task areas of AGA.

**-End-**