

CPD-14 (2)



CIVIL AVIATION AUTHORITY OF BANGLADESH

CIVIL AVIATION PROCEDURES ON TRAINING NEED ANALYSIS FOR AGA INSPECTORS

**For
Flight Standard and Regulations Division**

Version:1.0

25 April 2017

**CAAB HQ, Kurmitola, Dhaka-1229
Bangladesh**

FOREWORD

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

This will be a live document and with the pace of time, following emergences of new ideas and more advanced aviation needs, the document shall be amended and new inputs shall be incorporated. The document shall be in force with effect from the date mentioned in the document.

Last, but not the least, I wish to thank all involved in developing this document, which was a long felt need of CAAB.



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RECORDS OF AMENDMENTS

No.	Date Applicable	Date Entered	Entered by

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1. Introduction

- 1.1** Training Needs Analysis (TNA) should be carried out before any major decisions are made 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. 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 requirements. All AGA Inspectors should get the trainings on the basis of requirements specified in this document.

2. Categories of Officers/ Inspectors and hired Experts:

For considering the training requirements Officers/ Inspectors and hired Experts may be divided into 3 (three) categories:

- (a) **Category-1:** Initially recruited Officers/ Inspectors and hired Experts having no Previous experience as 'Inspectors' and in the Task Area;
- (b) **Category-2:** Officers/ Inspectors and Hired Experts having no previous Experience as 'Inspectors' but having working experience in the Task Area.
- (c) **Category-3:** Officers/ Inspectors and Hired Experts having previous experience As 'Inspectors' but out of relevant job for more than 2 (two) years.

3. Training needs for Category-1 officers and hired Experts:

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

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

Initial Training conducted across various task areas shall include:

- (a) Indoctrination course on –
 - i) General CAAB activities;
 - ii) Subjects in the task area.

- (b) Initial/ Basic Inspection/ Audit course in the assigned AGA task area;
- (c) Enforcement course;
- (d) Human Factors course.
- (e) SMS.
- (f) Aerodrome Certification.

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

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

4. Training needs for Category-2 officers and hired Experts:

Category-2 officers and hired Experts 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) Indoctrination course on – General CAAB activities;
- (b) Initial/ Basic Inspection/ Audit course in the assigned AGA task area;
- (c) Enforcement course;
- (d) Human Factor course.
- (e) SMS.
- (f) Aerodrome Certification.

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 course of the subject area. During OJT Inspectors will perform through collaborative learning, inspection under supervision and finally full authority independent inspection.

4 Issuance of Inspector's Credential:

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, Civil Aviation Authority of Bangladesh.

5 Training needs for Category-3 officers/Inspectors and hired Experts:

Category-3 officers/Inspectors and hired Experts shall be required to undergo Refresher training courses, including OJT, where applicable.

6 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.

6.1 When required:

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

- (a) Once in every 2 (two) years;
- (b) For Category-3 Inspectors, as mentioned in Para 2 (c).

7 Specialized Courses:

Specialized 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.

7.1 When required:

Specialist 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, NCMC 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.

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

Specialized Courses, as well as the Initial and Recurrent/ Refresher training courses will 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.

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