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APPROVAL PAGE

This Check list for Search and Rescue service Inspector has been prepared by Air Navigation Regulation Directorate to assist the effort of the Ethiopian Civil Aviation Authority to maintain the provision of effective Air Navigation Services with in Ethiopia airspace.

It is important to note that the Check list for Search and Rescue service Inspector improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the Check list for Search and Rescue Service Inspector on June, 2016 to be used as guidance to Search and Rescue service Inspector.

Approved by

Wosenyetch Hunegnaw
Wosenyetch Hunegnaw (Col)
Director General

Date June, 2016





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Requirement ECARAS PART 15

15.3.1.1 ECAA shall coordinate its search and rescue organizations with those of neighboring States.

Checklist Questions	Compliance verified	Evidence and/or Observations
<p>Does the ECAA coordinate its SAR organization with those of neighboring States?</p> <p>❖ Verify if</p> <ul style="list-style-type: none"> • ECAA coordinate its SAR organization with Djibouti <ul style="list-style-type: none"> ✓ adequate cooperation ✓ provide assistance ✓ To assist each other ✓ furnish latest information ✓ enter and leave with out special authorization 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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❖ *Verify if*

- *ECAA coordinate its SAR organization with Khartoum*

✓ *adequate cooperation*

✓ *provide assistance*

✓ *To assist each other*

✓ *furnish latest information*

✓ *enter and leave with out special authorization*

❖ *Verify if*

- *ECAA coordinate its SAR organization with Nairobi*

✓ *adequate cooperation*

✓ *provide assistance*

✓ *To assist each other*

✓ *furnish latest information*

✓ *enter and leave with out special authorization*



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- ❖ *Verify if*
- *ECAA coordinate its SAR organization with Mogadishu*

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REQUIREMENT manual of standards search and rescue services

2.3.1 *The SAR organization shall establish a rescue coordination centre within the SRR. The rescue coordination centre shall be staffed 24 hours a day by trained personnel proficient in the use of the English language used for radiotelephony communications.*

Checklist Questions	Compliance verified	Evidence and/or Observations
<p><i>Does the Search and Rescue Services provider is staffed 24 hours a day by trained and qualified personnel proficient in the use of the language used for radiotelephony communications?</i></p> <p>❖ <i>Verify if Rescue Coordination Centre staffed by trained and qualified personnel</i></p> <ul style="list-style-type: none"> • <i>24 hours a day</i> • <i>Proficient in the use of the language used for radiotelephony communications.</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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REQUIREMENT manual of standards search and rescue services

2.3.1 *The SAR organization shall establish a rescue coordination centre within the SRR. The rescue coordination centre shall be staffed 24 hours a day by trained personnel proficient in the use of the English language used for radiotelephony communications.*

Checklist Questions	Compliance verified	Evidence and/or Observations
<p><i>Does the Search and Rescue Services provider is staffed 24 hours a day by trained and qualified personnel proficient in the use of the language used for radiotelephony communications?</i></p> <p>❖ <i>Verify if Rescue Coordination Centre staffed by trained and qualified personnel</i></p> <ul style="list-style-type: none"> • <i>24 hours a day</i> • <i>Proficient in the use of the language used for</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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*radiotelephony communications.***AUDIT / INSPECTION RESULT***Requirement ECARAS PART 15*

15.2.3 The SAR service provider shall ensure the provision of an RCC which must be staffed on a 24-hour basis by a complement of personnel who are trained, qualified, and proficient and certified to levels of competence relevant to the functions and responsibilities appropriate to a civil aviation SAR service in Ethiopia and acceptable to the Authority.

<i>Checklist Questions</i>	<i>Compliance verified</i>	<i>Evidence and/or Observations</i>
<p><i>Has the SAR service provider employed sufficient workforce skilled in coordination and operational functions.</i></p> <p>❖ <i>Verify if RCC staffed by</i></p> <ul style="list-style-type: none"> • <i>Sufficient workforce</i> • <i>Skilled personal in coordination</i> • <i>Skilled personal in operational functions.</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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- *Equipment of plotting search area.*

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The SAR service Directorate responsible for the establishment of RCCs shall ensure that each RCC and, if appropriate, RSC develop written job descriptions for their technical staff.

<i>Checklist Questions</i>	<i>Compliance verified</i>	<i>Evidence and/or Observations</i>
<p><i>Does the SAR services provider develop written job descriptions for Rescue Coordination Centre (RCC) technical staff?</i></p> <p>❖ <i>Verify if the job discretion is</i></p> <ul style="list-style-type: none"> • <i>Developed for SAR Director and</i> • <i>Developed for SAR Expert</i> • <i>Available in Rescue Coordination Centre</i> <p>❖ <i>Verify if the job description contains and clearly states</i></p> <ul style="list-style-type: none"> • <i>Job Title</i> • <i>Directorate</i> • <i>Immediate supervisor</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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<ul style="list-style-type: none"> • <i>Duty and responsibility of SAR Director and Expert</i> ❖ <i>Verify if the job supervisor include</i> <ul style="list-style-type: none"> • <i>Minimum requirement.</i> 		
AUDIT / INSPECTION RESULT		

ECARAS PART 15 CHAPTER 1.2 D
The SAR service Directorate responsible for the establishment of RCCs shall ensure that each RCC and, if appropriate, RSC establish a training programme for their staff.

<i>Checklist Questions</i>	<i>Compliance verified</i>	<i>Evidence and/or Observations</i>
<p><i>Does the SAR services provider develop training programme for its technical staff?</i></p> <ul style="list-style-type: none"> ❖ <i>Verify if The training program contains</i> <ul style="list-style-type: none"> • <i>Appropriate trainings for all SAR personal.</i> • <i>Duration of training</i> • <i>Type of training</i> ❖ <i>Duration of training plan</i> <ul style="list-style-type: none"> • <i>Developed for SAR Director and</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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- *Developed for SAR Expert*
- *Initial, Recurrent and Specialized training*
- *Conducted accordingly.*

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ECARAS PART 15 CHAPTER 1.2 E

The SAR service Directorate responsible for the establishment of RCCs shall ensure that each RCC and, if appropriate, RSC maintain training records for their technical staff.

<i>Checklist Questions</i>	<i>Compliance verified</i>	<i>Evidence and/or Observations</i>
<p><i>Does the SAR services provider maintain training records for their technical staff?</i></p> <p>❖ <i>Verify if</i></p> <ul style="list-style-type: none"> • <i>SAR services provider maintain training record SAR Director & SAR service expert</i> <p>❖ <i>Verify if the record include</i></p> <ul style="list-style-type: none"> • <i>Refresher, Re-current and specialized training</i> <p>❖ <i>Verify if training record include</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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- *Verification mechanism establish for training record keeping.*
- *The training record available in both HRM and training sub-directorate.*

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MANUAL OF STANDARDS - SEARCH AND RESCUE SERVICES 2.3.1

The SAR organization shall establish a rescue coordination centre within the SRR. The rescue coordination centre shall be staffed 24 hours a day by trained personnel proficient in the use of the English language used for radiotelephony communications.

Checklist Questions	Compliance verified	Evidence and/or Observations
<p><i>Does the Rescue Coordination Centre (RCC) personal involved in the conduct of radiotelephony communications are proficient in the use of the English language?</i></p> <p>❖ <i>Verify if Rescue Coordination Centre staffed by trained and qualified personnel</i></p> <ul style="list-style-type: none"> • <i>24 hours a day</i> <p>❖ <i>Verify if</i></p> <p><i>Does the SAR develop and implement English Language proficiency</i></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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testing?

- ❖ *Verify English Language proficiency testing*
 - ✓ *has Clearly stated Objective*
 - ✓ *Is applicable for both phraseologies and plain language.*
 - ✓ *Demonstrate the ability to speak and understand the language used for radio telephony communications.*
 - ✓ *Compliance with the holistic descriptors.*
 - *Pronunciation*
 - *Structure*
 - *Vocabulary*
 - *Fluency*
 - *Comprehension*
 - *Interaction*
- ❖ *Verify English Language proficiency testing have three distinct rating levels and Rating scale is as per Annex - 1 Appendix - A*
 - *Expert level (level-6)*
 - *Extended level (level-5)*
 - *Operational level (level-4)*
- ❖ *Verify Air Traffic Controllers and Search & Rescue Personal required to meet at list Operational level (level-4)*

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ECARAS PART 15 15.13.1

The SAR service provider shall prepare detailed plans with procedures of operation for the safe and effective conduct of SAR operations within the Ethiopian SRR.

<i>Checklist Questions</i>	<i>Compliance verified</i>	<i>Evidence and/or Observations</i>
<p><i>Does the SAR services provider prepare detailed plan of operation for the conduct of SAR operations within its Search And Rescue Region (SRR)?</i></p> <p>❖ <i>Verify if SAR services provider</i></p> <ul style="list-style-type: none"> <i>prepare detailed plan of operation and last</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	



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up-dated

- *Available in RCC*

❖ *Verify if SAR plan of operation contains a minimum the following*

- *structure of functional responsibilities including authority, delegation and lines of reporting;*
- *Essential search procedures;*
- *Arrangements for expeditious access to weather information and other operational information*
- *Including NOTAM; and*
- *Strategies for effective and rapid rescue.*

❖ *SAR plans of operation shall include details of actions to be taken with respect to:*

- *Available communication systems and facilities;*
- *Duties and prerogatives of all participating personnel;*



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- *Possible redeployment of personnel and equipment that may be necessitated by meteorological or other dynamic conditions;*
- *Particular assistance appropriate to distressed aircraft confronted with the need to ditch, including rendezvous with surface craft;*
- *In-flight diversion to and intercept and escort of aircraft in distress; and*
- *Cooperative procedures taken in conjunction with ATS, security and other appropriate authorities to assist aircraft known or believed to be subject to unlawful interference or a bomb warning.*

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ECARAS PART 15 CHAPTER 1.2 G

The SAR service Directorate responsible for the establishment of RCCs shall ensure that SAR personnel are regularly trained and that appropriate SAR exercises are arranged.

<i>Checklist Questions</i>	<i>Compliance verified</i>	<i>Evidence and/or Observations</i>
<p><i>Do the SAR personnel are regularly trained and that appropriate SAR exercises are arranged?</i></p> <p><i>Verify if SAR personnel</i></p>		



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- *Have SAR exercises plan.*
- *Conduct exercises as per the plan*

YES NO

Verify if SAR directorate

- *Have schedule to conduct SAR exercise with defined objective.*
- *Conduct SAR exercise as per the schedule*

Verify

- *SAR exercises result*
- ✓ *Communication exercises*
- ✓ *Co-ordination exercise*
- ✓ *Full-scale exercises*

AUDIT / INSPECTION RESULT

APPROVED