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APPROVAL PAGE

This New Inspectors on the Job Training Procedure Advisory Circular 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 New Inspectors on the Job Training Procedure Advisory Circular improves the safety of Air Navigation Services in Ethiopia.

The Director General of Ethiopian Civil Aviation Authority has here by approved the New Inspectors on the Job Training Procedure for Air Navigation Regulation on June, 2016 to be used as guidance to Air Navigation Regulation Directorate.

Approved by

Date June, 2016

Wossenyeleh Hunegnaw (Col)
Director General



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| AMENDMENT | | |
|------------------|------------------|--------------------------|
| No | Date | Description |
| 1 | JUNE 2016 | New QMS Numbering |
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AIR NAVIGATION REGULATION DIRECTORATE

NEW INSPECTORS ON JOB TRAINING PROCEDURE

1. Purpose

This order provides direction and guidance to ANRD new Inspectors in the process of undergoing On Job Training as required by the Civil Aviation Authority. The objective of the On Job Training is to provide the ANRD new Inspector - with the basic knowledge which will enable newly hired inspectors to perform ANS regulatory functions.

2. PREREQUISITES

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 must be completed satisfactorily.

3. REFERENCES

3.1 ANRD Inspector Handbook

4. PROCESS FOR ON JOB TRAINING FOR ANRD INSPECTOR

4.1 Newly hired inspectors, and inspectors transitioning to a position that they have not previously received OJT for, are assigned an

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experienced and qualified inspector who is jointly responsible with the inspector for completion of OJT requirements. The inspector will go through the following levels of OJT

- 4.1.1 The first level of training is familiarization with Authority guidance relevant to a particular task or job.
- 4.1.2 During the second level the inspector observes a qualified inspector performing the task.
- 4.1.3 In level three, a qualified inspector observes the new inspector perform the task. The OJT record is certified at each level and signed off when the inspector is competent at performing the task.
- 4.2 The Authority is responsible for ensuring that all inspectors receive OJT for the specific duties that they will be performing on a regular basis and to maintain records documenting the OJT that has taken place. Additionally, the Authority is responsible to continually monitor the effectiveness of the OJT program and revise as necessary.
- 4.3 Necessity for evaluation of the OJT trainees and submission of report to Aviation Regulation.
- 4.4 If at the end of the OJT training the required standard could not be met by the trainee the OJT will be extended not more than three months.
- 4.5 If the OJT trainee fails to meet the requirement for a third time the trainee should remain under close supervision by senior inspector.

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4.6 The Senior inspector provides evaluation for new inspector on the job training as per the given authorization from the Air Navigation Regulation Director

ON-JOB TRAINING EVALUATION FORM

| | |
|-------------------------|--|
| Name of OJT inspector : | |
| Post: | |
| Training Supervisor: | |
| Date Training Started: | |
| Date OJT Started: | |
| Date OJT Finished | |

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| No | Trainee knowledge on the following areas | Very good | good | satisfactory | unacceptable | Remark |
|----|--|-----------|------|--------------|--------------|--------|
| | | 6 | 5 | 4 | 3 | |
| 1 | Legislation and Regulations | | | | | |
| 2 | Audit Techniques Course | | | | | |
| 3 | ICAO Annexes | | | | | |
| 4 | ICAO Convention | | | | | |
| 5 | Civil Aviation rules, Regulations | | | | | |
| 6 | Inspectors Handbook | | | | | |
| 7 | Safety oversight obligations - State letters - Additional guidance | | | | | |
| | Development of audit plan | | | | | |
| 8 | Method of conducting investigation | | | | | |

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| No | Trainee knowledge on the following areas | Very good | good | satisfactory | unacceptable | Remark |
|----|---|-----------|------|--------------|--------------|--------|
| | | 6 | 5 | 4 | 3 | |
| 9 | Coordination with other technical staffs <ul style="list-style-type: none"> ❖ - ATS/SAR ❖ CNS ❖ AIS ❖ Com ❖ MET ❖ Administration if practicable ❖ If any | | | | | |
| 10 | Relation with inspectors <ul style="list-style-type: none"> ❖ ATS/SAR ❖ CNS ❖ AIS ❖ Com ❖ MET ❖ Administration if practicable ❖ If any | | | | | |