

	<b>TANZANIA CIVIL AVIATION AUTHORITY</b>	<b>Revision: 0</b>
	<b>AIR NAVIGATION SERVICES</b>	
Document No. <b>TCAA/FRM/SR/ANS-07</b>	Title: <b>On The Job Training (OJT) Record</b>	Page 1 of 4

Name of the Trainee:	
Designation:	
Training Supervisor:	
Date OJT Started:	
Date OJT Finished:	

<b>Prerequisites:</b>		
<b>Ref:</b>	<b>Item</b>	<b>Date completed:</b>
1	Induction Training	
2	ANS Legislation and Regulations	
3	Audit Techniques Course	
4	Enforcement and Compliance	

Note: Prerequisites may be amended depending on the experience of trainee

<b>Ref</b>	<b>Item:</b>	<b>Date Completed:</b>	<b>Supervisor Signature:</b>	<b>Trainee Signature:</b>
<b>1.</b>	<b>Theoretical Knowledge</b>			
1.1	<ul style="list-style-type: none"> <li>- ICAO Annexes: 1, 2, 4,5,10,11,12, 13, 15</li> <li>- ICAO Docs: 9859, 8071,9734, 8697,8126, 8335, 4444</li> <li>- ICAO Convention</li> </ul>			
1.2	Civil Aviation rules, Regulations and MoS			
1.3	Technical Guidance Materials <ul style="list-style-type: none"> <li>- Inspectors Handbook</li> <li>- Technical procedures</li> </ul>			
1.4	Administrative procedures <ul style="list-style-type: none"> <li>- Reporting procedure</li> <li>- Travelling on duty</li> <li>- Acronyms of job titles</li> <li>- Filing systems leave</li> </ul>			
1.5	Approvals <ul style="list-style-type: none"> <li>- Assessment of MANSOPS</li> </ul>			

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Ref	Item:	Date Completed:	Supervisor Signature:	Trainee Signature:
	<ul style="list-style-type: none"> <li>- Assessment of training plan</li> <li>- Assessment of QMS/SMS</li> <li>- Human factors elements</li> <li>- Issue of Approval</li> <li>- Operational Instructions</li> </ul>			
1.6	Safety oversight obligations <ul style="list-style-type: none"> <li>- USOAP program</li> <li>- State letters</li> <li>- ICAO Regional offices</li> <li>- Chicago convention</li> <li>- Establishment and management of SSOs</li> <li>- Additional guidance to inspectors/ANSPs</li> </ul>			
<b>2.</b>	<b>Safety oversight System</b>			
2.1.	Development of audit plan <ul style="list-style-type: none"> <li>- Identify organizations to be audited</li> <li>- Identify specific activities for each organization</li> </ul>			
2.2.	Auditing: <ul style="list-style-type: none"> <li>- Auditing Techniques</li> <li>- Conduct of audit</li> <li>- Certification and inspection</li> <li>- Examinations of documents, records</li> <li>- Documents approval, renewal of certificates,</li> <li>- Identify audits/inspections tools</li> <li>- Prepare safety audit report</li> <li>- Follow-up Actions of findings</li> </ul>			
2.3.	Flight checking <ul style="list-style-type: none"> <li>- Approval process</li> <li>- Procedure design</li> </ul>			
2.4.	Licensing Procedure <ul style="list-style-type: none"> <li>- Prepare rating board Exams</li> <li>- Conduct Rating Board</li> </ul>			

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Ref	Item:	Date Completed:	Supervisor Signature:	Trainee Signature:
	Examinations			
<b>3.</b>	<b>Investigation and follow up of incidents</b>			
3.1.	Method of conducting investigation			
3.2.	Enforcement: briefing on procedure			
3.3.	Accident Investigation Procedures and responsibilities of AIB			
3.4.	Policy and Standardisation			
<b>4.</b>	<b>Coordination</b>			
4.1.	Coordination with other technical staff <ul style="list-style-type: none"> <li>- Aerodrome</li> <li>- Flight operations</li> <li>- Legal</li> <li>- MET</li> <li>- CNS</li> <li>- AIS</li> <li>- ATS</li> <li>- Administration</li> </ul>			
4.2.	CASSOA <ul style="list-style-type: none"> <li>- Organization</li> <li>- Documentation</li> <li>- Activities</li> </ul>			
<b>5.</b>	<b>Station audited</b>			
<b>5.1</b>				
<b>5.2</b>				
<b>5.3</b>				
<b>5.4</b>				

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Document No. <a href="#">TCAA/FRM/SR/ANS-07</a>	Title: <b>On The Job Training (OJT) Record</b>	Page 4 of 4

Remarks: