



Above and beyond



Aviation training from the practising professionals



About CAAi

CAA International (CAAi) is a wholly owned subsidiary of the UK Civil Aviation Authority (UK CAA) with values that reflect the philosophy of the CAA and are common across the organisation.

Our primary objective is to provide independent expert advice to assist our clients with the development of good practice in aviation safety. Our advice and services are based on ICAO Standards and Recommended Practices as a minimum. Added to this is the experience of the UK CAA regulating the civil aviation industry in the UK and a track record of supporting many overseas governments with their own civil aviation regulation.

With a staff of highly trained technical personnel CAAi is able to draw on the expertise of the whole of the UK CAA to offer Professional Training, Aviation Examinations and Technical Advisory services to the global aviation industry. Our client base spans over 140 countries and includes aviation administrations, governments, commercial organisations and international funding agencies.

Professional Training

Our objective is to provide practical training that delivers results, focusing on both the acquisition of knowledge and understanding as well as the application in context. Underpinning this principle is CAAi's commitment to provide specialist training by experts who are at the forefront of their fields, be it in regulation or industry.

CAAi strongly believes that a professionally managed and successfully organised training programme should be firmly founded on the ability to provide assistance at every stage of the relationship.

The team at CAAi is committed to providing support at each and every stage of the training process – from the initial client enquiry through to follow up and review following the completion of the course. A uniquely personalised service is provided to both individual delegates and the sponsoring organisation. Training services can be combined with CAAi examination and technical support to help organisations seeking inclusive, comprehensive solutions.

Public Access Courses

CAAi provides international training courses for aviation authorities and industry through a range of public access academic courses. Our courses are scheduled regularly throughout the year in the London Gatwick area and at international locations.

Public access courses range in duration from one day to four weeks and allow clients to firmly plan for staff training in a consecutive modular manner, adding to the staff competencies in consideration of their availability, budget and career progression planning.

Online Booking

From January 2015, delegates can book, pay and manage their CAAi course bookings online.

Bespoke Solutions

CAAi are able to offer a tailored training course service worldwide. We can deliver our titles (including most available in our Public Access portfolio) through bespoke arrangements on site both nationally and internationally to suit client requirements.

In addition to academic training we are able to offer support with on-the-job training (OJT) solutions. Due to the complex nature of OJT enquiries they are handled on an individual needs basis and may involve, with prior arrangement, attachment either in the UK or in the home territory of the Inspector under training.

Training Consultancy

Working across both industry and government sectors, CAAi offers training consultancy services to assist organisations in ensuring that only the most effective and relevant training is developed, implemented and effectively managed.

This intelligent element of our service helps organisations to invest appropriately from project start, to make sure that training is in complete alignment with the client organisation's strategic objectives.

CAA International Licensed Courses

CAAi has an initiative specially designed to enable our courses to reach a wider audience through the licensing (where appropriate) of some of our popular course titles.

CAAi believes this facility will bring significant benefits to the international aviation community who have valued the training offered by us. This agreement will provide client or partner organisations with a greater choice of locations and increased availability, whilst ensuring the continued quality and consistency of the training received.



Safety & Risk Management

Basic Introduction to Safety Management Systems (SMS)
Advanced Safety Management - Evaluating for Effectiveness
Safety Management Systems (SMS) for Small Organisations
Safety Management Systems (SMS) Overview for Managers
Risk Monitoring & Safety Performance
Basic Introduction to Fatigue Risk Management Systems (FRMS)
Advanced Fatigue Risk Management Systems (FRMS)
– Understanding Effectiveness
Just Culture in Aviation Safety

A Safety Management System (SMS) is a series of defined, organisation-wide processes that provide for effective risk-based decision making related to your daily business. SMS focuses on maximising opportunities to continuously improve the overall safety of the aviation system. Our training programme in this specialisation provides a complete suite of complementary courses.



Basic Introduction to Safety Management Systems (SMS)

3-day course

Course Overview

This course provides delegates with sufficient knowledge of safety management concepts for Safety Management Systems (SMS) to be understood in terms of International Civil Aviation Organisation (ICAO) Standards and Recommended Practices. Through presentations and group discussion, delegates are provided with the skills to develop, implement, manage and assess a basic SMS. This course is based around the ICAO SMS Framework, European Aviation Safety Agency (EASA) OR.GEN.200 Rules and the UK Civil Aviation Authority (UK CAA) SMS Guidance Material (GM). Delegates will benefit from the experiences and observations from current UK CAA oversight activities.

Who Should Attend

This course is suitable for individuals working in the Aviation Industry who require an introduction to Safety Management Systems to fulfil their role in contributing to safety. Tangible benefits have been identified by Safety Managers, Quality Managers, and industry and regulatory personnel with a safety remit.

Key Topics

The course will include the following topics:

- Overview of SMS
- Requirements for implementing, developing and maintaining an SMS
- The SMS regulatory framework – ICAO, EASA and UK CAA
- Creating a positive safety culture
- Practical tools to actively engage in your SMS
- The regulator's assessment of a basic SMS

Prerequisites

Participants should be familiar with the aviation environment in the context of safety.

Advanced Safety Management – Evaluating for Effectiveness

2-day course

Course Overview

This course provides inspecting personnel with the skills and knowledge to competently evaluate the effectiveness of an organisation's Safety Management Systems (SMS). Building on the foundations of the primary level course, this course aims to further the delegate's knowledge of SMS in order to provide clear understanding of performance-based oversight. This course is based around the International Civil Aviation Organisation (ICAO) SMS Framework, European Aviation Safety Agency (EASA) OR.GEN.200 Rules and the UK Civil Aviation Authority (UK CAA) SMS Guidance Material. Delegates will benefit from the experiences and observations from current UK CAA oversight activities. This course is delivered by subject matter experts from the UK CAA and makes use of effective presentations and syndicate exercises using case study examples from aviation organisations. Delegates will be provided with the latest thinking on SMS, examples of best practice and the latest regulatory changes and policies towards SMS.

Who Should Attend

This course is suitable for regulatory personnel within a National Aviation Authority (NAA)/ Government Department and for Safety Managers or those within a similar role who want to assess the effectiveness of their own SMS, as well as that of their contracted organisations.

Key Topics

The course will include the following topics:

- Enhancing safety performance
- Safety Policy & Objectives
- Safety Risk Management
- Safety Assurance
- Safety Promotion
- Organisational Assessments in Practice

Prerequisites

Delegates should have a basic knowledge of Safety Management Systems and the ICAO SMS Framework (ICAO Doc 9859).

Safety Management Systems (SMS) for Small Organisations

1-day course

Course Overview

In recognition of the challenges facing smaller organisations, a one day course has been developed to cover the principles of a Safety Management System (SMS). The course includes guidance and tools to help you to build and maintain an effective SMS suitable for a small organisation in order to meet European Aviation Safety Agency (EASA) requirements.

Who Should Attend

This course is suitable for those staff involved in the development and management of the SMS such as Safety Managers, Accountable Managers and Quality Management/ Compliance Monitoring Managers within small complex and non-complex organisations. In addition, key managers and post-holders who play an important role in contributing to safety would benefit from attending.

Key Topics

The course will include the following topics:

- Principles of a SMS
- Designing your SMS
- Documenting your SMS
- Introduction and roll out of your SMS
- Making your SMS effective

Prerequisites

Delegates should be familiar with the aviation environment.

Safety Management Systems (SMS) Overview for Managers

1-day course

Course Overview

This course has been specifically developed with the senior manager in mind; in order for them to gain an appreciation of the significance of their role within the organisation's Safety Management Systems (SMS), including their encouragement for developing a 'positive safety culture'. Although a senior manager may not be directly involved with the SMS, without their full support filtering from the top downwards, an organisation will not achieve an 'effective' SMS and be able to deliver any value or benefits to the organisation.

Who Should Attend

This course is suitable for senior managers working in the Aviation Industry who require an overview of Safety Management Systems to fulfil their role in contributing to safety. Tangible benefits have been identified by Safety Managers, Quality Managers, and other senior managers within industry and regulatory authorities.

Key Topics

The course will include the following topics:

- Overview of SMS and what is needed to develop and maintain one
- The SMS regulatory framework – International Civil Aviation Organisation (ICAO), European Aviation Safety Agency (EASA) and UK Civil Aviation Authority (UK CAA)
- Creating a positive safety culture
- The benefits of senior managers' involvement in SMS
- Practical tools to actively engage in your SMS
- The regulator's assessment of the senior management role within the SMS
- Assessing overall effectiveness of the SMS

Prerequisites

There are no formal qualifications required.

Risk Monitoring & Safety Performance

2-day course

Course Overview

This course provides delegates with the foundations of safety monitoring and analyses the requirements of safety performance as an integral part of an organisation's Safety Management System (SMS). This course illustrates the flow of processes of safety event data and occurrence reports, including the systematic analysis for effective safety monitoring and risk management.

Who Should Attend

This course is suitable for anyone who requires a generic overview of safety monitoring, safety performance and risk classification and modelling in the aviation context.

Key Topics

The course will include the following topics:

- Risk monitoring and safety performance as part of an SMS
- Building an evidence base for Safety Risk Management
- Statistics for safety analysis
- Risk assessment methods
- Risk modelling
- Safety priorities as part of the safety plan
- Introduction to safety performance indicators and presenting them

Prerequisites

Delegates should have a basic knowledge of Safety Management Systems.

Basic Introduction to Fatigue Risk Management Systems (FRMS)

1½-day course

Course Overview

This course provides the bespoke tools for understanding fatigue risk and how a Fatigue Risk Management System (FRMS) integrates into the framework of an organisation's Safety Management System (SMS). Developing delegates' understanding of the use of fatigue metrics and associated fatigue risk treatment within an operation, this course will emphasise the importance of an open reporting process and effective fatigue awareness and countermeasures training.

Who Should Attend

This course is suitable for personnel involved in the management of aircrew, for whom fatigue is a risk factor. Tangible benefits have been identified by Safety Managers, Rostering Managers, Business Jet Managers and Regulatory personnel with an aircrew fatigue management remit.

Key Topics

The course will include the following topics:

- Introduction and history of Fatigue Risk Management
- How Fatigue Risk Management integrates into the framework of an organisation's SMS
- Effects of fatigue in an aviation environment
- The FRMS regulatory framework – International Civil Aviation Organisation (ICAO), European Aviation Safety Agency (EASA) and UK
- The regulator's assessment of FRMS within the organisation
- Assessing overall effectiveness of the FRMS

Prerequisites

Delegates should be familiar with the management of fatigue in an operational environment and have a basic understanding of the ICAO SMS framework.

Advanced Fatigue Risk Management Systems (FRMS) – Understanding Effectiveness

3-day course

Course Overview

This course expands on the basic introduction of FRMS course by focusing on developing a deeper understanding of fatigue science and the tools used to gather objective and subjective data. Expanding further on how to develop and use an airlines' specific fatigue metrics to understand their fatigue risks; how to use these metrics when conducting the fatigue assurance functions required of the system; with the focus on how to develop an effective reporting policy. Benefits from using real life examples of what works; highlighting the most common problem areas to developing an effective system and re-emphasises the importance of an open reporting culture. Delegates will learn how to develop a fatigue risk safety case to seek a variation from prescriptive limitations and will be provided further guidance to developing effective fatigue training and safety promotion.

Who Should Attend

This course is suitable for personnel involved in the management of aircrew, for whom fatigue is a risk factor. Tangible benefits have been identified by Safety Managers, Rostering Managers, Business Jet Managers and Regulatory personnel with an aircrew fatigue management remit.

Key Topics

The course will include the following topics:

- The use of scientific research in FRMS development
- The use of scientific research within an airline operation
- Bespoke fatigue metrics for risk assessment and risk assurance
- How to develop a safety case
- Assessing overall effectiveness of the FRMS

Prerequisites

Delegates should be familiar with FRMS and Safety Management Systems (SMS) in an operational environment including a basic understanding of the ICAO SMS framework.

Just Culture in Aviation Safety

1-day course

Course Overview

This course has been specifically developed to clarify why Just Culture is important to safety management and to consider not only theoretical aspects but practical approaches.

Who Should Attend

This course is applicable to all aviation functions and departments – especially Accountable Managers, Safety Managers, Quality Managers, Training Managers, Human Factor Specialists, EASA Form 4 post holders and European Aviation Safety Agency (EASA) Nominated Persons.

Key Topics

The course will include the following topics:

- What is a Just Culture?
- The impact of organisational culture on safety performance
- Just reporting, informed and learning cultures as part of a developing safety culture
- Legislation, guidance and policies building trust
- Assessing and measuring Just Culture: determining culpability
- Just Culture and safety improvement

Prerequisites

Delegates should have a basic knowledge of Safety Management Systems (SMS) and the International Civil Aviation Organisation (ICAO) SMS Framework (ICAO Doc 9859).



Airports, Air Traffic & Airspace

Accountable Manager Aerodromes

Aerodrome Operations

Air Traffic Services Safety Regulation

Operators of aerodromes and airports are required to maintain high standards in a competitive environment when providing services to airlines and passengers. Our courses within this specialisation will give delegates an insight into the technical, operational and management issues associated with airports, air traffic and airspace.

Accountable Manager Aerodromes

1-day course

Course Overview

This course is based on the International Civil Aviation Organisation (ICAO), European Aviation Safety Agency (EASA) & UK Civil Aviation Authority (UK CAA) documentation and requirements, and benefits from being delivered by experienced Inspectors from the UK CAA. This course is designed to be fully interactive with group exercises and open discussion.

Who Should Attend

This course is suitable for Senior Managers at aerodromes, or those seeking to hold such a post. It is also relevant to Managers of ground handling organisations. Regulatory personnel involved in inspection of Aerodromes may also find this course beneficial.

Key Topics

The course will include the following topics:

- Regulatory requirements and regulatory compliance (ICAO, EASA)
- Accountability and Responsibility
- Role of the Accountable Manager
- Safety Management Systems
- Third party accountability issues
- Legal considerations related to incidents and accidents

Prerequisites

Delegates should be familiar with the operational requirements and issues relevant to their area of responsibility.

Aerodrome Operations

4½-day course

Course Overview

This course provides delegates with an insight into safety practices and the complexities of Aerodrome Operations. Through interactive discussion delegates will learn about key processes, procedures and issues relating to aerodrome certification, development, operations, safety oversight auditing and regulatory compliance. A practical site visit to a UK aerodrome will provide an opportunity to see some of the course disciplines being put into practice.

Who Should Attend

This course is aimed at new or prospective employees working within the aerodrome industry or for a Government Department / National Aviation Authority. Tangible benefits have been identified by individuals involved in management, inspection, ground operations, safety (systems, environment, advisers, quality management, and analysts), maintenance, rescue and fire fighting services, and those concerned in the process of International Civil Aviation Organisation (ICAO) Annex 14 and Aerodrome Certification.

Key Topics

The course will include the following topics:

- Global overview – ICAO, European Aviation Safety Agency (EASA) and Department for Transport
- Development of aerodrome policy, standards and strategy
- Aerodrome compliance auditing and inspections
- Safety Management Systems (SMS) and the Accountable Manager
- Aerodrome Manual
- Aerodrome physical characteristics
- Safety surfaces – Obstacle Limitation Surfaces (OLS)
- Aeronautical ground lighting
- Runway friction surfaces theory
- Aerodrome wildlife risk management
- Low-visibility procedures
- Runway incursion
- Rescue and fire fighting services
- Emergency planning
- Mandatory Occurrence Reporting (MOR)

Prerequisites

Delegates should have a working knowledge of aerodrome technical terms to enable participation in interactive discussions.

Air Traffic Services Safety Regulation

5-day course

Course Overview

This course provides an introduction and overview to the subject of Air Traffic Service (ATS) Safety Regulation.

Who Should Attend

This course is aimed at anyone in the Aviation Industry who requires an overall understanding of how ATS Safety Regulation is applied in the UK. In particular, the course is suitable for representatives from ATS Providers and National Aviation Authorities (NAAs).

Key Topics

The course will include the following topics:

Air Traffic Overview

- Introduction and requirement for Air Traffic Services safety regulation
- Aviation Law and overview of the regulatory framework – ICAO, EASA and UK CAA
- ICAO Standards and Recommended Practices
- European commission and EASA rule making
- UK legislation and regulatory requirements
- UK CAA organisational structure within air traffic
- The role of the UK CAA Air Traffic Services Inspector – day in the life of an Inspector
- Safety assessments of Air Traffic Control systems

Approval & Oversight of Air Traffic Services (including Training & Personnel)

- Certification and approval of aerodrome Air Traffic Services providers – operations & engineering
- Regulatory oversight of aerodrome Air Traffic Services providers – operations & engineering

Air Traffic Services Safety Regulation

Continued

- Overview of certification and regulatory oversight of enroute air navigation services
- Requirements of Air Traffic Control training providers
- Oversight of Air Traffic Control training providers
- Licensing and oversight of Air Traffic Services personnel

Air Traffic Services Safety Management

Overview

- Safety Management Systems (SMS) and human factors
- Safety performance indicators
- Investigation of Air Traffic Control incidents

Prerequisites

Applicants should have an understanding of the role of ATS.



Design Production Maintenance

Airworthiness Accountable Manager

Airworthiness

Contract & Purchasing Requirements under
EASA Part M, 21 and 145 Approvals

EASA Part M Continuing Airworthiness

EASA Part 21 J Design Organisation Approval

EASA Part 21 G Production Organisation Approval

EASA Part 145 Maintenance Organisation Approval

EASA Part 147 Maintenance Training Organisation Approval

Non-Destructive Testing Audit Oversight

Electrical Wiring Interconnection System (EWIS)

The airworthiness of aircraft ranges from the initial approval of a new aircraft design to ensuring an aircraft's on-going safety standards. Most approvals of new aircraft manufactured in Europe are undertaken by the European Aviation Safety Agency (EASA). This enables manufacturers to gain one approval for the continent which is then recognised throughout the world. Our comprehensive programme in this specialist area includes all of the regulatory EASA approvals available.

Airworthiness Accountable Manager

1-day course

Course Overview

This course will provide delegates with an overview of the responsibilities of the Accountable Manager within an Approved Organisation. The areas covered during the course include financial responsibility, the delivery of Safety, ensuring Regulatory Compliance under the Air Navigation Order (ANO) and European Aviation Safety Agency (EASA) Regulations and an overview of the future regulatory approach being adopted by the UK Civil Aviation Authority (UK CAA).

Who Should Attend

This course is suitable for Approved Airworthiness Organisation Accountable Managers, those seeking to hold the post, and National Aviation Authority (NAA) Inspecting staff who may be responsible for the acceptance of the Accountable Manager.

Key Topics

The course will include the following topics:

- Responsibilities
- Legal Implications
- Regulation development
- Management & Structures
- Performance-based Oversight
- Safety Management
- Quality Assurance
- Human Factors

Prerequisites

There are no pre-requisites for this course.

Airworthiness

2-week course

Course Overview

This course provides delegates with an introduction to the concept of airworthiness. The course demonstrates how airworthiness and safety regulation is controlled in the UK and provides an overview of the processes and procedures used by the UK Civil Aviation Authority (UK CAA) to ensure that individuals, manufacturers, operators and maintenance organisations comply with the relevant airworthiness regulations, setting this work in the international context established by the International Civil Aviation Organisation (ICAO) and European Aviation Safety Agency (EASA).

Who Should Attend

This course is suitable for aviation personnel who require an overall understanding of how airworthiness and safety regulation is controlled in the UK. Tangible benefits have been identified by representatives from National Aviation Authorities (NAAs), military personnel, airlines, maintenance organisations and manufacturers.

Airworthiness

Continued

Key Topics

The course will include the following topics:

- Concept of Airworthiness
- Air Law
- Overview of ICAO
- UK CAA and EASA Structure and Relationships
- Certification of Aircraft
- Certification and Approval of Modifications, Aircraft Equipment & Systems
- Structural Integrity
- Airworthiness of Gas Turbine Engines
- Powerplant Installation
- Flight Handling
- Design and Production Approvals and Part 21
- Airworthiness Certificates
- Part M
- Maintenance Programmes
- Ageing Aircraft and Ageing Aircraft Systems
- Part 145 Organisations

- Quality in Approved Organisations and Audit Techniques
- Engineering Licensing
- Air Operators Certificate
- Special Operating Rules
- Flight Manuals and Master Minimum Equipment Lists (MMELs)
- Flight Data Monitoring
- Aircraft Accident Investigation
- UK Mandatory Occurrence Reporting (MOR) Scheme
- Safety Management Systems (SMS)

Prerequisites

There are no formal qualifications required.

Contract & Purchasing Requirements under EASA Part M, 21 and 145 Approvals

1-day course

Course Overview

This course provides delegates with guidance when working with Suppliers, Subcontractor Partners, Vendors and the Procurement staff they interact with, within Approved Organisations. This will enable delegates to undertake a more effective review of contracts and purchase orders. Delegates will gain an understanding of essential aviation requirements.

Who Should Attend

This course is suitable for sales, marketing and procurement staff of organisations approved under European Aviation Safety Agency (EASA) Part 145, EASA Part 21 Subpart G, EASA Part 21 Subpart J and UK Civil Aviation Authority (UK CAA) BCAR A8-21. It will also be beneficial for individuals from third party suppliers and subcontractors used by EASA-approved organisations.

Key Topics

The course will include the following topics:

- Aviation regulations – ICAO, EASA, JAA and UK CAA
- Overview of EASA Part 21
- Applicable extracts of EASA Part 21 Subpart G and J
- Applicable extracts of EASA Part 145
- UK CAA BCAR A8-21 design and production
- Introduction to high-level applicable regulations, including the role of EASA and Continued Airworthiness
- Airworthiness and Continuing Airworthiness concepts
- EASA Part M overview, its Subparts and Guidance Material (GM)
- Detailed review of Subparts B, C, G and I
- Practical examples of Part M implementation and how to avoid potential problems

Prerequisites

It would be advantageous for delegates to be familiar with, or have experience of working in, a quality or production related industry.

EASA Part M Continuing Airworthiness

2-day course

Course Overview

By the end of this course, delegates will be able to discuss the relevance of Subpart G (Continued Airworthiness Management) and Subpart I (Airworthiness Review Certificates) as appropriate to their aircraft and individual roles, demonstrate how to avoid potential problems with Part M implementations, and apply these regulations in their related fields.

Who Should Attend

Commercial Operators of all aircraft types, and Non Commercial Owners and Operators of large aircraft.

Key Topics

The course will include the following topics:

- Introduction to high-level applicable regulations, including the role of the European Aviation Safety Agency (EASA) and Continued Airworthiness
- Airworthiness and Continuing Airworthiness concepts
- EASA Part M overview, its Subparts and Guidance Material (GM)
- Detailed review of Subparts B, C, G and I
- Practical examples of Part M implementation and how to avoid potential problems

Prerequisites

Delegates should have experience in Continued Airworthiness or Maintenance Management.

EASA Part 21 J Design Organisation Approval

2-day course

Course Overview

This course provides delegates with an understanding of the European Aviation Safety Agency (EASA) Part 21 Subpart J and the associated topics concerning the changes to Type Design, Supplementary Type Certificates (STC) (modifications) and repairs.

Who Should Attend

This course is suitable for individuals responsible for compliance or certification within a design organisation. It is also suitable for those individuals responsible for the oversight of design organisations, either of subcontractors or from a regulatory perspective.

Key Topics

The course will include the following topics:

- The UK Civil Aviation Authority (UK CAA) & EASA relationship
- Part 21 and the other Subparts
- Part 21 Subpart J Design Organisation Approvals (DOAs)
- STC procedures
- Repair approval procedures
- Equipment approval procedures
- UK CAA and EASA DOAs Surveillance process

Prerequisites

It would be advantageous for delegates to be familiar with, or have experience of working in, a design related organisation.

EASA Part 21 G Production Organisation Approval

2-day course

Course Overview

This course provides delegates with an understanding of European Aviation Safety Agency (EASA) Part 21 Subpart G and associated Acceptable Means of Compliance (AMC) and Guidance Material (GM) advisory material, and includes details of how a Production Organisation Exposition is constructed. Delegates will use this knowledge within their organisations to demonstrate and maintain compliance with the EASA Regulation.

Who Should Attend

This course is suitable for individuals responsible for compliance or certification within a production organisation. It is also suitable for those individuals responsible for the oversight of production organisations, either of subcontractors or from a regulatory perspective.

Key Topics

The course will include the following topics:

- The UK Civil Aviation Authority (UK CAA), Joint Aviation Authorities (JAA) and EASA
- Part 21 and its Subparts
- Part 21 Subpart G Production Organisation Approvals (POA)
- Construction of a Production Organisation Exposition
- EASA Form 1
- The UK CAA POA assessment process

Prerequisites

It would be advantageous for delegates to be familiar with, or have experience of working in, a quality or production related industry.

EASA Part 145 Maintenance Organisation Approval

2-day course

Course Overview

By the end of this course, delegates will be able to: secure knowledge of the key components of European Aviation Safety Agency (EASA) Part 145; provide examples as to the 'know how' as well as the 'know what' by looking at a practical perspective of Part 145; implement Part 145 within an Organisation; understand the Interface between Part 145, Part 66 / Part 147 and EU-OPS; and provide a regulatory and industry perspective for staff involved in Part 145 maintenance.

Who Should Attend

Operators and Maintenance Organisations, regulatory staff from National Aviation Authorities (NAAs), and Maintenance, Repair and Overhaul (MRO) approval holders.

Key Topics

The course will include the following topics:

- Airworthiness and Continued Airworthiness concepts
- EASA Part 145 Guidance Materials (GM)
- Interface between Part 145, Part 66 / Part 147 and EU-OPS
- Human Factors Programme – an introduction
- Aircraft Parts Acceptability – an introduction
- Nominated Form 4 Holder and management responsibilities

Prerequisites

There are no formal qualifications required.

EASA Part 147 Maintenance Training Organisation Approval

2-day course

Course Overview

This course provides delegates with an understanding of European Aviation Safety Agency (EASA) Part 66 Engineer licensing and Part 147 Approved Training Organisations, together with the associated Acceptable Means of Compliance (AMC) and the Guidance Material (GM). Knowledge acquired from participation on this course will enable participants to help their organisations demonstrate and maintain compliance.

Who Should Attend

This course is intended for individuals from Training Organisations and/or those who administer the licensed engineer authorisation process or those who regulate such organisations. The course is beneficial for Accountable Managers, Heads of Colleges, Quality Managers, Training Managers, Examiners, Assessors and Instructors.

Key Topics

The course will include the following topics:

- Introduction to EASA
- Part 66 certifying staff and associated AMC/GM
- The EASA approval processes
- Part 147 Approved Training Organisations and associated AMC/GM
- Construction of Maintenance Training Organisation Exposition
- Construction and control of training material
- Quality oversight and audit programme
- Basic and type training requirements

Prerequisites

It would be advantageous for delegates to be familiar with, or have experience of, aviation training.

Non-Destructive Testing Audit Oversight

1½-day course

Course Overview

This course provides delegates with a comprehensive overview of Non-Destructive Testing (NDT), auditing oversight against European Aviation Safety Agency (EASA) maintenance and EN4179 requirements. Delegates will have the opportunity to review and clarify their understanding of the requirements of EASA Part 145/Part M Subpart F as they relate to NDT, EN4179 and UK Civil Aviation Authority (UK CAA) Generic Requirement (GR) No. 23.

Who Should Attend

This course is suitable for individuals involved with auditing NDT facilities, either as part of a Quality Management role, or from a regulatory perspective.

Key Topics

The course will include the following topics:

- EASA Part 145 requirements relating to NDT/EN4179
- EN4179
- Understanding the requirements of NDT
- GR No. 23 Overview & Auditing
- Common NDT methods

Prerequisites

There are no formal qualifications required.

Electrical Wiring Interconnection System (EWIS)

2-day course

Course Overview

This course provides delegates with an overview of the development of enhanced aeroplane EWIS maintenance and the Enhanced Zonal Analysis Procedure. Delegates will also learn about the technical aspects of typical EWIS installations, supporting inspection techniques and an introduction to Acceptable Means of Compliance (AMC) 20-22 Aeroplane EWIS training programmes.

Who Should Attend

This course is suitable for individuals involved in EWIS, either in a regulatory oversight capacity, or within industry managing training on EWIS.

Key Topics

The course will include the following topics:

- Safe handling of Aeroplane Electrical Systems
- Line replaceable units (LRU)
- Tooling
- Troubleshooting procedures and electrical measurement

- Construction and navigation of typical aeroplane wiring system overhaul or wiring practices manuals
- Types of inspection
- Human factors in inspections
- Zonal areas and typical damage
- Contamination sources, materials, cleaning and protection procedures
- Correct identification of different wire types
- Inspection criteria and damage tolerance
- Repair and preventative maintenance procedures
- Procedures to identify, inspect and find the correct repair for common types of connective devices found on typical aeroplanes
- Procedures for replacement of all parts of common types of connective devices found on typical aeroplanes

Prerequisites

Delegates would benefit from having had exposure to, or experience of, approved maintenance programmes, aircraft maintenance manuals, aircraft wiring diagrams, and other such instructions for continued airworthiness.

Regulation Compliance & Monitoring

AOC Accountable Manager
Flight Operations Inspector Theory
Dangerous Goods Inspector Theory
Cabin Safety Inspector Theory
Safety Assessments of Foreign Aircraft
Airworthiness Surveyor
Audit Techniques
FSTD – Compliance Monitoring Systems
FSTD – Technical Evaluation
Introduction to International Air Law
Interpretation & Application of International Air Law
Type Rating Examiner and Synthetic Flight Examiner
Standardisation (Aeroplane)

What makes us unique is our ability to deliver competency-based training directly to regulatory staff of other National Aviation Authorities (NAAs). We provide the same courses that are used to train the UK Civil Aviation Authority (CAA) regulatory staff in their initial and/or recurrent training, from Flight Operations Inspectors to Safety Assessment of Foreign Aircraft (SAFA) Inspectors to practising lawyers engaged in aviation law.



AOC Accountable Manager

1-day course

Course Overview

This course provides delegates with the requirements and expectations of an AOC Accountable Manager. Delegates will be introduced to the appropriate regulations that apply to AOC holders and will benefit from a greater understanding of their responsibilities. The course is based on International Civil Aviation Organisation (ICAO), European Union, European Aviation Safety Agency (EASA) & UK Civil Aviation Authority (UK CAA) documentation and requirements.

Who Should Attend

This course is suitable for Accountable Managers, or those seeking to hold such a post within an Air Operator.

Key Topics

The course will include the following topics:

- Regulatory requirements
- Regulatory compliance
- Regulatory developments
- Safety Management
- Quality Assurance
- Communication
- Team Management
- Standards and Procedures

Prerequisites

Candidates should have an understanding of the operational requirements and issues that are relevant to their area of responsibility.

Flight Operations Inspector Theory

2-week course

Course Overview

This course provides delegates from both the regulatory and operational environments with the core knowledge and competencies required to understand the process of compliance with European Community rules in respect of Commercial Air Transport (CAT) Operations. This course has been designed and developed by practicing Senior Flight Operations Inspectors and is a core segment of the standard induction program for newly recruited UK Civil Aviation Authority (CAA) Flight Operations Inspecting Staff.

Who Should Attend

This course is suitable for Inspecting staff within Flight and Ground Operations, both in regulatory and industry positions. The course may also be beneficial to AOC post holders and Compliance Auditors within the aviation regulatory environment.

Key Topics

The course will include the following topics:

- Legislation Overview and Practical Exercise
- Overview of Safety Management Systems
- Flight Data Monitoring
- The High Risk Events Analysis Team (THREAT)

- Maintenance Management and European Aviation Safety Agency (EASA) Part M (Continuing Airworthiness)
- Part-OPS / EU-OPS – Subpart J – Mass and Balance
- Part-OPS / EU-OPS – Subpart E – All Weather operations / Area Navigation (RNAV) Approvals
- Part-OPS / EU-OPS Subpart F, G, H and I – Performance
- Navigational Approvals
- Part-OPS / EU-OPS – Subpart Q – Flight Time Limitations (FTL) including Management System Manager (MSM) Process
- Practical Auditing
- Part-FCL and Part-OPS Subpart N
- Part-OPS
- Master Minimum Equipment Lists (MMEL) and Minimum Equipment Lists (MEL) Theory and Practical Workshop
- Flight Check Workshop
- Non-Compliant Operators
- Helicopters (JAR-OPS 3)

Prerequisites

Delegates should ideally be experienced holders of professional pilot licences, Operations personnel currently working in the aviation regulatory environment or Flight and Ground Operations AOC post holders.

Dangerous Goods Inspector Theory

3-day course

Course Overview

This course provides newly appointed Dangerous Goods Inspectors with the theoretical knowledge needed to enable them to fulfil their regulatory role. Based on the UK Civil Aviation Authority's (UK CAA's) own training programme used for its Dangerous Goods Inspectors and delivered by senior Inspectors from the UK CAA Dangerous Goods Office, this course is designed to provide the foundation of knowledge required prior to embarking on practical and on-the-job training.

Who Should Attend

This course is suitable for individuals with responsibility for dealing with Dangerous Goods in an operational capacity, or those who have oversight of such activities. It may also be beneficial for those individuals responsible for implementing International Civil Aviation Organisation (ICAO) Annex 18 requirements within their state.

Key Topics

The course will include the following topics:

- Dangerous Goods Regulations – an historical perspective
- State Responsibilities in Annex 18
- Transporting Dangerous Goods by Air – introduction to general principles; Technical Instructions; and the supplement and use of other 'field documents'
- Detailed Requirements for Transporting Dangerous Goods by Air
- Responsibilities of shippers, operators and states
- Dangerous Goods Accidents and Incidents
- Granting of Dangerous Goods approvals and exemptions
- Methods of implementing the states' responsibilities

Prerequisites

Prior attendance at a course on the shipping or acceptance of dangerous goods by air is desirable, but not essential.

Cabin Safety Inspector Theory

3-day course

Course Overview

This course provides delegates with an overview of the processes and practices surrounding the regulation of Cabin Safety. Based on the UK Civil Aviation Authority's (UK CAA's) own training programme used for its Cabin Safety Inspectors and delivered by senior Inspectors from the UK CAA Cabin Safety Office. Note: this course can be tailored to meet specific needs dependent on experience and knowledge.

Who Should Attend

This course is suitable for individuals responsible for training or oversight of Cabin Safety, either within a regulatory or an operational environment.

Key Topics

The course will include the following topics:

- JAR-OPS and EU-OPS, Section 2 / Guidance Material including TGLs, FODCOMs, AICs, CAP789
- Role of the Cabin Safety Office
- Inspections including: Flight, Survey, Proving Flight, Pre-Flight Briefings, Safety Assessment of Foreign Aircraft (SAFA), Ramp, Operational Manuals (SEP and Training), Safety Cards, Training Sessions and Training records
- Observation of practical examples (DVD) of pre-flight briefings, theoretical and practical training sessions and cabin announcements
- Associated paperwork and report writing

Prerequisites

There are no formal qualifications required.

Safety Assessments of Foreign Aircraft (SAFA)

5-day course

Course Overview

This course provides delegates with the necessary theoretical knowledge associated with the Safety Assessment of Foreign Aircraft (SAFA) inspection process. The course is based on the International Civil Aviation Organisation (ICAO) requirements and EU Directive 2008/49/EC.

Who Should Attend

This course is suitable for individuals who are required to undertake Safety Assessments of Foreign Aircraft within their national country. Tangible benefits have been identified by Flight Operations Inspectors, Airworthiness Surveyors and Industry professionals requiring background knowledge associated with the SAFA process.

Key Topics

The course will include the following topics:

- Overview of the legal framework underpinning SAFA
- Qualification, initial and recurrent training of Inspectors
- Overview of SAFA technical aspects and the SAFA database
- European Community Black List
- Completing the SAFA Form 1000
- Feedback from the European Safety Steering Group (ESSG) and Air Safety Committee (ASC)
- Flight deck, cabin safety and aircraft condition inspections
- Overview of Guidance Material – Annex to ED Decision 200/001/S
- Details of inspection items
- Pre-Described Findings (PDF) and User-Described Findings (UDF)
- Photographic examples of previous inspection findings
- Findings and actions

Prerequisites

Delegates should meet the eligibility criteria as specified in the European Aviation Safety Agency (EASA) Guidance Material on Qualification of Inspectors.

Airworthiness Surveyor

4-week course

Course Overview

This course provides delegates with the basic core competencies required by an Airworthiness Surveyor and is delivered by relevant subject matter experts. Delegates will acquire further knowledge of Safety Regulations, processes and procedures, as well as gaining a greater understanding of the correct approach to regulating industry. The course includes International Civil Aviation Organisation (ICAO) requirements, to ensure that the skills learnt are applicable to any regulatory environment.

Who Should Attend

This course is suitable for new or potential Airworthiness Surveyors/Inspectors who require a thorough grounding in all core Airworthiness Surveyor competencies.

Key Topics

The course will include the following topics:

- International Regulatory Framework
- ICAO and Convention on Civil Aviation
- The ICAO Annexes / ICAO Documents and Letters
- Contracting States Responsibilities
- Functions of the Regulatory Authority
- National Regulatory Structure
- EU Regulations and the European Aviation Safety Agency (EASA)
- Role of a Regional Office Functions
- Incidents, accidents, Occurrence Reporting Systems and Risk Analysis
- Aircraft Leasing Arrangements
- The Registration of Aircraft
- Initial Airworthiness
- Airworthiness Certificates
- Survey of Aircraft

Airworthiness Surveyor

Continued

- Maintenance Programmes
- Reliability
- Fuel Tank Safety and Electrical Wiring Interconnection System (EWIS)
- Operational Requirements
- EASA Part M
- EASA Part 145
- Based on Part 21 Subpart G and J
- Human Factors in Aircraft Maintenance and Production
- Part 66 and Part 147

Prerequisites

Delegates are expected to have the following level of experience:

- 5-10 years experience in aircraft maintenance
- Licensed B1/B2 (or ICAO equivalent) engineer OR Aeronautical degree / other professional qualification

Delegates will ideally have attended the CAAi Airworthiness course or equivalent training programme.

Audit Techniques

5-day course

Course Overview

This course provides delegates with the knowledge and competencies needed to enable them to manage, plan, conduct and report a wide range of audits in support of regulatory compliance and continued organisation improvement. Examples of UK Civil Aviation Authority (UK CAA) approval and audit practice are integrated into this course. Case studies and practical guidance are given on the management, planning, conduct and reporting of both regulatory and industry internal audits. Audit process management, including the roles and responsibilities of team leaders and auditors, detailed audit planning, objective recording and reporting of audit findings are also covered. This course is highly interactive with all delegates having the opportunity to practise and develop audit interview and questioning techniques. Achieved through a series of role play situations culminating in the substantial “audit” of a fictitious organisation. Syndicate exercises and role-play activities are conducted using a team auditing approach, designed to develop leadership skills.

Who Should Attend

This course is suitable for individuals in the aviation industry whose role involves planning, conducting, management and oversight of internal audits or those of suppliers and contractors.

Key Topics

The course will include the following topics:

- Audit process management
- Detailed audit planning
- Interview and questioning techniques
- Reporting of audit findings
- Audit closeout process

Prerequisites

This course will be a useful addition to any of our course titles where a level of knowledge or experience in audit techniques is required in the role.

Flight Simulation Training Devices (FSTD) – Compliance Monitoring Systems (CMS)

2-day course

Course Overview

This course provides an introduction to Compliance Monitoring Systems (CMS) as applied to the management and operation of Flight Simulator Training Devices (FSTDs) qualified to European regulatory standards. Similarities between Quality Management Systems (QMS) and Compliance Monitoring Systems are discussed, and how a CMS fits within an overall management system required for the operation of FSTDs. This course examines the CMS requirements for FSTD operation and explores in depth the main features expected of an effective compliance monitoring system that is compliant with current European regulatory standards.

Who Should Attend

This course is suitable for individuals involved in, or who have an interest in, the regulatory oversight of FSTD qualification and operation.

Key Topics

The course will include the following topics:

- Principles of QMS and CMS and their inter-relationship
- Overview of FSTD-specific CMS requirements
- Compliance assurance and Compliance control
- Organising for effective Compliance monitoring
- The elements of an effective CMS
- Preparing for, and expectations of an authority audit
- Personnel: responsibilities and training needs

Prerequisites

It would be beneficial for attendees to have some exposure to, or experience of the operation of a Flight Simulation Training Device.

Flight Simulation Training Devices (FSTD) – Technical Evaluation

2-day course

Course Overview

This course provides delegates with an introduction to the technical requirements applicable to fixed and rotary wing Flight Simulator Training Devices (FSTD). It examines in more depth how these technical requirements are assessed for compliance by the regulator through an FSTD evaluation. All types of FSTD are covered, from the generic Flight Navigation Procedural Trainer (FNPT) through to type-specific Full Flight Simulator (FFS).

Who Should Attend

This course is suitable for individuals who are exposed to, or have an interest in FSTD design and manufacture and the regulatory oversight of FSTD qualification and operation.

Key Topics

The course will include the following topics:

- Structure and hierarchy of regulations
- Elements of an authority FSTD evaluation
- Subjective and objective evaluations
- Structure and content of a Qualification Test Guide (QTG)
- FSTD validation data

Prerequisites

It would be beneficial for attendees to have some exposure to, or experience of the design and manufacture or operation of FSTD.

Introduction to International Air Law

3-day course

Course Overview

This course provides delegates with an understanding of the fundamentals of International Air Law, including European Law, its sources and its implementation at national level. Upon completion of this course, the delegates will be able to apply the information acquired to the benefit of their respective organisations.

Who Should Attend

This course is suitable for individuals engaged in the aviation industry who wish to learn more about the context of the industry's compliance with the legislation and regulations. It is also suitable for Lawyers who are new to the industry.

Key Topics

The course will include the following topics:

- International Law – sources
- Air Law and Regulation – key conventions and protocols
- Legal aspects of airport operations

- Aircraft and the law – registration, transfer of oversight, and security rights
- International Traffic Agreements – Bilaterals, Liberalisation and open skies
- Legal aspects of air space management and Air Traffic Control
- Liability issues – Aircraft Operators, Service Providers and regulators
- Harmonisation of international standards
- Liberalisation
- Security and the legal framework
- Legal aspects of accident/incident investigation and occurrence reporting
- Consumer rights and protection
- Environmental protection
- Enforcement of regulation and resolution of deficiencies

Prerequisites

There are no formal qualifications required.

Interpretation & Application of International Air Law

4-day course

Course Overview

This course builds upon the fundamentals of International Air Law, to provide delegates with an understanding of how aviation law is interpreted and implemented at a national level. The course provides delegates with a comprehensive overview and analysis of the law and its source. On completion of the course, delegates will be able to apply the information to the benefit of their respective organisations.

Who Should Attend

This course is suitable for individuals in the aviation industry who wish to learn more about the context of the industry's compliance with the legislation and regulations.

Key Topics

The course will include the following topics:

- International Law – sources and means of development, treaties and conventions
- Air Law and regulation – key conventions and protocols
- Sovereignty of airspace and jurisdiction
- Legal aspects of Airport Operations, including state and Military Aircraft

- Aircraft and the law – registration, transfer of oversight and security rights
- International Traffic Agreements – Bilaterals, Liberalisation and open skies
- Legal aspects of air space management and Air Traffic Control
- Liability issues – Aircraft Operators, Service Providers and regulators
- Harmonisation of international standards
- Liberalisation
- Security and the legal framework
- Legal aspects of accident/incident investigation and occurrence reporting; principles of a 'just culture' and criminalisation of accidents
- Consumer rights and protection
- Environmental protection
- Surveillance and oversight of Aircraft Operations and service provision
- Enforcement of regulation and resolution of deficiencies

Prerequisites

It would be advantageous for delegates to have previously attended the Introduction to Air Law Course.

Type Rating Examiner and Synthetic Flight Examiner Standardisation (Aeroplane)

5-day course

Course Overview

This course prepares a suitably experienced delegate to understand and develop the skills required of a Type Rating Examiner (TRE) or Synthetic Flight Examiner (SFE). The course culminates in an overall assessment; successful completion of which will allow the delegate to apply for an examiner assessment competence check. The course lasts five days and combines classroom discussion, presentations, briefing and debriefing skills together with fourteen hours of practical exercises in a Full Flight Simulator (FFS). Delegates will be given realistic practical training as an examiner including developing briefing and debriefing skills with the aid of video playback. This course is subject to different terms and conditions around cancellations and transfers. Please ask for details.

Who Should Attend

The course is designed for suitably experienced delegates who hold Type Rating Instructor (TRI) or Synthetic Flight Instructor (SFI) qualifications for type-specific training in order to obtain a TRE or SFE authorisation.

Key Topics

The course will include the following topics:

- Introduction
- Legislation – International Civil Aviation Organisation (ICAO), European Aviation Safety Agency (EASA) and UK Civil Aviation Authority (UK CAA)
- The examiner role – principles, competencies and expectations
- Crew Resource Management (CRM)
- Simulator management
- Open book examination
- Formal assessment

Prerequisites

Delegate must hold either Type Rating Instructor (TRI)(Aeroplane) and/or Synthetic Flight Instructor (SFI)(Aeroplane) qualification to attend this course.

Please note: this course requires a minimum and maximum of two delegates.

Defence

Understanding & Preparing for DAOS Surveillance

Having worked closely with the UK Ministry of Defence (MoD) for many years, we are considered a key partner of the MoD. We have designed a course to assist organisations in understanding the MoD Design Approved Organisation Scheme (DAOS) and the relationship with the UK CAA.



Understanding & Preparing for DAOS Surveillance

2-day course

Course Overview

This course provides delegates with an understanding of the UK Ministry of Defence (MoD) Design Approved Organisations Scheme (DAOS), the relationship with the UK Civil Aviation Authority (UK CAA) and how to prepare for the audits.

Who Should Attend

This course is suitable for military and industry personnel who are required to work within the context of the former Defence Standard 05-123 and current Military Requirement Publications.

Key Topics

The course will include the following topics:

- Introduction to DAOS
- Comparing the military and civil processes
- Overview of the Defence Standards
- Integrated DAOS Assessment and Surveillance Checklists
- DAOS initial assessment, surveillance process and surveillance scheduling

Prerequisites

There are no formal qualifications required.

Learning & Development

Training & Instructional Techniques

There are certain core skills which provide the foundation upon which a successful career in the aviation industry can be achieved. Using experienced instructors, we will help to develop those skills and competencies to add value to your organisation's training programme. Using our insight and expertise around communicating and training on aviation safety, we can assist in the development of learning content with regulatory and industry knowledge. We focus on equipping your Trainers with the skills and competencies to promote and transfer learning back into the workplace.



Training & Instructional Techniques

3-day course

Course Overview

This course provides a comprehensive foundation for those delegates who are required to create and present training sessions. Course contents include session design, delivery, evaluation and continued development. Its aim is to provide delegates with the opportunity to learn the theoretical elements of effective training and demonstrate practical methods for enhancing delegate learning.

Who Should Attend

This course is suitable for any individual – especially those who are new to training design, delivery and evaluation of effective training.

Key Topics

The course will include the following topics:

- Requirements and responsibilities of the training role
- Maximising individual development through the learning process
- Session planning and design, establishing aims and objectives
- Developing training materials, content and structure to meet the objectives of the session
- Practical application of effective training delivery and evaluation
- Managing conflict and diversity in the learning environment
- Evaluating the effectiveness of training and facilitating feedback

Prerequisites

There are no formal qualifications required.

Other Services

Aviation Examinations

CAAi offers an examination service to National Aviation Authorities to support their Flight Crew and Aircraft Maintenance Engineer (AME) Licensing programmes. The Examination Service is specifically designed for authorities who need to issue their own professional licenses and ratings but may not have the required resources or expertise to develop their own question bank and testing system.

We also:

- Provide a network of international centres supporting UK CAA examinations for EASA Part-FCL (Flight Crew) and Part 66 (AME) candidates
- Offer our CAAi English for Aviation Language Testing System (EALTS) for ICAO Language Proficiency assessment through our accredited test centres worldwide
- Supply the EASA Electronic Exams, which aim to promote a high and uniform level of knowledge of EU Civil Aviation Safety Legislation
- Develop and provide Dangerous Goods Student and Instructor examinations

Advisory Services

CAAi offers technical assistance delivered by experts who are at the forefront of their field and are current active regulators. We provide services which can assist Aviation Authorities and Governments to ensure that effective and up-to-date regulations, procedures and practices are developed and implemented. Whether clients require a few hours advisory service or long-term resident technical experts we are able to present a solution tailored to meet client needs, delivering consistently high quality results and value for money.

Our client base spans over 140 countries, and includes aviation administrations, Governments, commercial organisations and international funding agencies.

How to apply for a CAAi Training Course

To apply for a training course or to discuss your needs directly please contact our Training Department.

Please visit our website	www.caainternational.com
Call us	+44 (0) 1293 768700
Email us	training@caainternational.com
Head Office	Training Department CAA International Aviation House Gatwick Airport South West Sussex RH6 0YR United Kingdom



