

# Advisory Circular

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## GUIDANCE ON THE TRAINING AND COMPETENCY REQUIREMENTS OF OPERATIONAL AND MAINTENANCE PERSONNEL

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### GENERAL

Advisory Circulars (ACs) are issued by the Director-General of Civil Aviation (DGCA) from time to time to provide practical guidance or certainty in respect of the statutory requirements for aviation safety. ACs contain information about standards, practices and procedures acceptable to CAAS. An AC may be used, in accordance with section 11 of the Air Navigation Act 1966 (ANA), to demonstrate compliance with a statutory requirement. The revision number of the AC is indicated in parenthesis in the suffix of the AC number.

### PURPOSE

This AC provides the guidance to demonstrate compliance with, and information related to the implementation of a training programme for operational and maintenance personnel.

### APPLICABILITY

This AC is applicable to an operator who intends to or holds an aerodrome certificate or heliport certificate.

### RELATED REGULATIONS

This AC relates specifically to Regulation 29 of the Air Navigation (139- Aerodromes) Regulations 2023 (“ANR-139”).

### RELATED ADVISORY CIRCULARS

- AC 1-3 Safety management system
- AC 139-1-1 Guidance on application for, renewal and variation of an aerodrome certificate or heliport certificate
- AC 139-2-1 Guidance on aerodrome or heliport manual
- AC 139-3-1 Guidance on AIS notification and documentation requirements

### CANCELLATION

This is the first AC issued on the subject.

## EFFECTIVE DATE

This AC is effective from 1 March 2023.

## OTHER REFERENCES

- ICAO Manual of certification of aerodromes (Doc 9774)
- ICAO Safety management manual (Doc 9859)
- ICAO PANS Aerodromes (Doc 9981)

## 1 TRAINING PROGRAMME

1.1 Regulation 29 of ANR-139 requires an operator of an aerodrome or heliport to ensure that an adequate number of competent personnel are employed or engaged to perform all activities that affect the safety of operations at the aerodrome, including —

- (a) maintenance of the aerodrome or heliport;
- (b) apron management;
- € rescue and firefighting;
- (d) wildlife hazard management;
- € airfield lighting;
- (f) aircraft pavement; and
- (g) aircraft movement area inspection.

1.2 The operator must establish training programmes to train, assess and maintain the competency of personnel involved in maintenance and operations of the aerodrome or heliport and keep records of these training programmes.

1.3 The level of training should take into consideration the person's knowledge and experience, and the nature and complexity of the required task. The adequate number of competent personnel should take into consideration the size and the complexity of the aerodrome or heliport operations.

1.4 The training programme should:

- (a) identify the appropriate information, skills and training for personnel to competently perform their work;
- (b) consider the aerodrome's or heliport's infrastructure and operations (including the procedures in the aerodrome manual or heliport manual);
- (c) include training requirements that identify the task/responsibility and the required performance standards;
- (d) describe and specify the training frequency for each technical subject; and include training records that track the training progress.

1.5 The training programme should consist of the following components:

- (a) Determination of competencies for the required task;
- (b) Training;
- (c) Assessment of competency; and
- (d) Training Records.

- 1.6 The operator should review the training programme annually or whenever there is a change in regulation, or after any accident, incident, or serious occurrence, to ensure that they remain relevant. Any shortfalls identified during the review or process should be addressed by making relevant changes to the training programme and updating the training material.

## 2 TRAINING

- 2.1 The training programme should provide for different levels of training, minimally as follows:

(a) Initial training

This is for the personnel to be instructed on the competencies to accomplish the required tasks. This operator should provide initial training to the personnel before they are being assigned to carry out the required tasks independently.

(b) Recurrent training

Recurrent training should be provided to the personnel on a regular basis. The operator should also consider factors that will trigger the need to conduct a recurrent training, for example when there is a change in key procedures. The operator should determine an appropriate interval for recurrent trainings to be conducted. Generally, the intervals should not exceed 5 years from the initial training.

(c) Refresher training

Refresher training, including theoretical and practical aspects, should be provided for personnel who has:

- (i) not performed any of their assigned tasks for a significant period of time;
- (ii) been involved in an occurrence, in which training-related issues have been identified as a contributing factor; or
- (iii) been assessed to be less than competent.

In such cases, the operator should consider putting in mechanisms to restrict the person(s) from performing a task until refresher training has been successfully completed.

- 2.2 The operator may provide training through the following methods:

- (a) theoretical and knowledge-based instruction
- (b) practical demonstration
- (c) mentoring (on-the-job (OJT) training)
- (d) task simulation.

- 2.3 Each level of training may encompass theoretical and practical OJT training as appropriate.

- 2.4 The operator should ensure that all training is conducted by trainer(s) who have relevant knowledge and experience in the subject matter. Curriculum Vitae (CVs) of the trainer(s) should be maintained.

### **3 ASSESSMENT**

- 3.1 The purpose of assessment is to ensure that the trained personnel are competent to carry out the required tasks. The operator should document the policy and procedures for competency assessment. An assessment should be included after training.
- 3.2 Competency can be assessed in various ways, such as the following:
- (a) Written and practical assessments;
  - (b) Case study discussions; or
  - (c) Formal qualification through specialised courses
- 3.3 The operator should consider the factors required to conduct a re-assessment of competency, for example when there is significant change to the aerodrome's infrastructure, operating procedures or aerodrome regulations.
- 3.4 The competency assessment should be conducted by a competent assessor. The assessor should observe the person's performance through practical observations and any associated engagements and compare the observations against the relevant training requirements.
- 3.5 The assessor should possess the relevant experience, in the area of competency being assessed, and/ or comparable qualifications.

### **4 TRAINING RECORDS**

- 4.1 The operator should implement a systematic way of record keeping which provides for the storage, accessibility, and retention of staff training information.
- 4.2 The training folders and records for each staff should be reviewed regularly to verify that each staff has received the required training, as well as to identify and track future training requirements.
- 4.3 The training records must be kept for 12 months after the last day of employment of the personnel by the operator, and these records include minimally the following:
- (a) name of the staff assessed;
  - (b) dates of training and/ or competency assessment;
  - (c) methodology of the assessment;
  - (d) performance evaluation of the person being assessed; and
  - (e) name and signature of the assessor.
- 4.4 The training records should be maintained and updated regularly to:
- (a) indicate the most current training completed;
  - (b) ensure legibility throughout their retention period; and
  - (c) be made readily assessable and available