



SIERRA LEONE CIVIL AVIATION AUTHORITY

# ADVISORY CIRCULAR

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## Guidance for the Development of Communication Navigation and Surveillance Staff Training Programme

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Director General

Sierra Leone Civil Aviation Authority

## **1. GENERAL**

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

### **1.1 Purpose**

The Civil Aviation Regulations require that the ANSPs implement training programmes and plans for all the Communication, Navigation, and Surveillance (CNS) staff.

This AC is issued to provide general information and guidance on the development of training programmes/plans for personnel engaged in the provision of CNS.

The ANSP shall develop and implement training programmes/plans for all personnel involved in the provision of CNS based on the guidelines in this advisory circular.

### **1.2 Applicability**

This AC is applicable to Air Navigation Service Providers (ANSPs) providing Communication Navigation and Surveillance services in Sierra Leone.

### **1.3 Description of Changes**

This AC is the first to be issued on this subject

### **1.4 References**

- (a) SLCAR Part 10 (A,B,C,D & E)
- (b) ICAO ANNEX 10
- (c) ICAO Doc 10057 (Manual on Air Traffic Safety Electronics Personnel Competency-based Training and Assessment).

### **1.5 Cancelled Documents**

Not Applicable

### **1.6 Abbreviations**

The following abbreviations used in this document:

AC - Advisory Circular

ANS - Air Navigation Service

ANSP - Air Navigation Service Provider

ATM – Air Traffic Management  
CNS – Communication Navigation and Surveillance  
ICAO - International Civil Aviation Organization  
OJT - On -The-Job Training

## **2. GUIDANCE AND PROCEDURES**

### **2.1 General**

Formal training of CNS personnel shall be carried out in aviation training institutions recognized by the Authority. This is essential as it will ensure that CNS training is standardized and meets the CNS operational requirements.

### **2.2 Structure of the CNS Training**

The CNS training shall be structures as follows;

- (a) Selection
- (b) Phase 1: Initial training
- (c) Phase 2: Unit training
- (d) Phase 3: Continuation training
- (e) Phase 4: Developmental training

**2.2.1 Selection:** The selection process is not a training phase. However, the ANSP will select candidates in line with its CNS profiles and activities.

#### **2.2.2 Phase 1: Initial training:**

Initial training is designed to provide underpinning knowledge and skills and is delivered in two parts:

- (a) Basic training applicable to all CNS personnel; and
- (b) Qualification training specific to CNS profiles.

#### **2.2.3 Phase 2: Unit training**

After successfully completing the initial training phase, CNS personnel will undergo unit training. This phase is oriented to the activities a CNS technical staff will perform in a specific environment. Unit training addresses theoretical and practical issues from equipment-specific and/or site-specific perspectives. It includes on -the-job training (OJT). It is in this phase that CNS personnel competencies are developed and assessed.

#### **2.2.4 Phase 3: Continuation training**

The continuation training phase is designed to maintain competencies and prepare for system upgrades and/or modifications. It includes refresher, emergency and conversion training:

- (a) Refresher training- Designed to review, reinforce or upgrade existing knowledge and skills, including team skills. Refresher training is not meant to be just another type of training; it is complementary and should be done on a regular basis.

- (b) Emergency training- Includes training in emergencies, in unusual situations and in degraded systems. Most of this training will be site specific or may make use of incident or accident analysis.
- (c) Conversion training- Designed to provide knowledge and skills appropriate to a change in job category (new discipline or new type rating), environment (new procedures) or system (system upgrade or change).

#### **2.2.5 Phase 4: Development training**

Training designed to provide additional knowledge and skills demanded by a change in the job profile, e.g. flight check inspector, system monitoring and control, training instructor, installation or engineering technologist, auditing, managing staff, or any other career development.

2.1.6 The ANSP in developing and implementing the CNS training programme shall structure it as reflected in 2.2.1 above and may include the following;

- (a) International and national organizations and standards
- (b) Familiarization with air traffic services, airspace standards, meteorology and altimetry
- (c) Familiarization with CNS/ATM concepts
- (d) Communication systems
- (e) Radio navigation aids
- (f) Surveillance
- (g) Data processing
- (h) Power supply/Air conditioning systems
- (i) System safety training
- (j) Fire and Emergency equipment
- (k) Control and Monitoring Systems

#### **2.3 Training records**

2.3.1 The ANSP shall ensure that training records, including OJT are properly kept for inspection.

2.3.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

#### **2.4 Requirement for approved curriculum**

The ANSP shall develop a training programme for the CNS personnel as required by this circular. The training programme shall be approved accordingly.

#### **2.5 Requirement for a training plan**

The ANSP shall develop a training plan for all the CNS personnel and implement the plan.