

Course Title	22.1 Basic Inspector course for PEL (with OJT)
Scope of training	PEL – OJT oriented course and workshop for inspectors
Objectives of the course	Provide Junior Inspectors with the necessary knowledge, support and practical training required to become Inspector, part of the CAA PEL Office of the Civil Aviation Authority.
Course Duration	12 days (8 days training, 2 days' workshop, 2 days OJT)
Recommended participant profile	Junior Inspector selected for working in the PEL Section of the CAA with previous experience as PPL/CPL/FOO or Cabin Crew or ATC Officer or Maintenance Engineer.
Topics covered	<p>The course will consist of classroom delivery, dedicated workshop and OJT.</p> <p>CLASSROOM TRAINING</p> <ul style="list-style-type: none"> • History and review of European aviation regulations. General overview of the Basic Regulation and its applicability - General overview of European Commission (aviation) regulations and the position of EC Regulation 1178/2011 + Annexes I, II, III, V Part CC, VI Part ARA, VI Part MED, and VII Part ORA, Air Crew therein, Part 147/66, Part ATCO. • Introduction to EASA Procedures. • The Licensing Authority and how to be part of a CAA PEL system Task of the PEL office, Organisational structure of a PEL office, Staffing and qualifications of key personnel, Facilities and equipment, Archiving of records. • Regulatory system governing personnel licensing. Brief review of the national licensing regulations in force, Differences between national regulations and the requirements of (EU) regulations, Enforcement of regulations. • Which activities require a license: ICAO licenses and EASA compliant licenses, Licenses for flight crew members, Licenses for personnel other than flight crew members. • Theoretical knowledge Testing System: Implementing a theoretical knowledge testing system (computerised, questions data base management, test control), Management of the system, Analysis of the actual testing system in use with the CAA, Management, evaluation and documentation of results of theoretical knowledge. • License application evaluation: Basic requirements, eligibility of the applicants, Criteria for applicability for each type of license. • Issuance of Licenses procedures: Standard licenses and rating prescribed in ICAO Annex 1, Crediting of flight time, Issuance method selection, Recognition of military qualifications and experience. • Licensing rules or Specific Operating Regulations EASA Part FCL, Analysis of all types of licenses and privileges (Private Pilot, Commercial Pilot, Glider Pilot.), Airplane Class rating, Air Traffic Controller, Aircraft Maintenance personnel rating. • Validation and Conversion of foreign licenses

	<p>Requirements, procedures and limitations, issue of the license</p> <ul style="list-style-type: none"> • Suspension or revocation of a license: Requirements, procedures and limitations, issue of the license. • English language proficiency: ICAO provisions governing the endorsement of licenses for language proficiency, Wording of the endorsement on the license. • ROUTINE & SAFA Inspection training (Part PEL): SAFA Organisation system, Familiarisation with SAFA Checklist, Organisation of an Inspection, use of the checklist, Reporting and correctives actions request, Final report and correctives action closure. • Introduction to PEL inspection / Audit Checklist <p>WORKSHOP</p> <ul style="list-style-type: none"> • Application phase of the licensing process Practical exercises • Evaluation phase of the licensing process Practical exercises • Management and administration of Knowledge test Practical exercises on: Conducting FCL skill test Conducting AMT skill test Conducting ATC skill test • Issuing license (Practical exercises) Appropriate document, Eligibility, Category, Rating, Class, Validity, letter of discontinuance or notice of denial (sample to be issued) <p>OJT</p> <ul style="list-style-type: none"> • On site ATO / TRTO first Certification /Renewal of an existing approval. • On site Airlines FTL & Training Program audit / evaluation Pilot (Initial / Recurrent / OPC / Line training + Medical + ELP) Cabin crew (Initial and recurrent “combine” training + Medical + ELP) Flight Operations Officer (Initial / Recurrent training).
<p>Method of delivery (including components such as classroom training, on-the-job training and practical exercises such as mock audits / authority implementation review workshops)</p>	<ul style="list-style-type: none"> • Delivery of the PEL Inspector Guidance material to each participant • Delivery of the PEL Inspector Guidance Manual & Procedures • Delivery of ATO / TRTO inspection checklist – Mockup and Simulator approval procedures • On Job training on actual/ simulated SAFA/SANA inspection on site • On Job Training on ATO TRTO Approval process on site • Practical exercises using different checklist on auditing Operator licence department • Final test