

The Republic of The Union of Myanmar
Ministry of Transport
Department of Civil Aviation



Flight Operations Training Programme

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AMENDMENT RECORD

Amendment Number	Amendment Date	Incorporated by	Incorporated on

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Department of Civil Aviation
Flight Standards Division (Operations Section)

Training Plan and Program for FSD (OPS) Technical & Clerical Staff

FOREWORD

1. PURPOSE:

This Training Programme Manual prescribes FOIs & Clerical Staff training requirements, programme, and curriculum to be used by the Division of Flight Standards for the development of efficient and competent Flight Operations Inspectors & Clerical staff.

2. REFERENCES:

This Document should be used in accordance with the applicable regulations.

3. REVISION:

Revision of this Training Programme Manual will be approved by the Director General of Civil Aviation.



(Tin Naing Tun)
Director General
Department of Civil Aviation

Training programme for Flight Operations Inspectors & Clerical Staff

1. Introduction

- 1.1 Training is necessary to ensure that the newly recruited FOI and Clerical Staff must successfully complete the under mentioned training. Trainee has acquired the necessary knowledge and has attained the minimum degree of proficiency in the application of that knowledge to safely perform the duties of that position.
- 1.2 The course of training which every trainee has to undergo are prescribed in the trainees scheme of service these are :
- (a) Initial training
 - (b) Recurrent Training
 - (c) OJT Training
 - (d) Refresher Training
 - (e) Specialized Training

2. Initial Training (Basic FOI Course)

2.1 Course Duration - (1) week

2.2 Training Outlines

- (A) Introduction of ICAO
 - (a) The Chicago Convention
 - (b) Structure of the Convention
 - (c) Applicable Provisions for Safety Oversight
 - (d) ICAO as an organization
 - (e) Standards and Recommended Practices (SARPs)
 - (f) ICAO Publications
- (B) Myanmar Aircraft Manual
 - (a) Myanmar Aircraft Act (1934)
 - (b) Myanmar Aircraft Rules (1937)
- (C) Departmental Exposition Manual (DCA-Expo)
 - (a) Record of amendments
 - (b) Checklist of Pages
 - (c) Glossary
 - 1. Myanmar Civil Aviation System
 - 2. Primary Aviation Legislation & Civil Aviation Regulations.

- (D) Flight Standards Divisional Exposition
 - (a) Flight Standards Division
 - (b) Flight Crew Licensing
 - (c) Operations

3. Recurrent Training

3.1 Course Duration (2) Week

3.2 Training Outlines

- (A) Myanmar Aircraft Manual
 - (a) Myanmar Aircraft Acts (1934)
 - (b) Myanmar Aircraft Rules (1937)

- (B) Myanmar Civil Aviation Requirements (MCARs)
 - (a) MCAR Part.1 (Air Operator Certificate)
 - (b) MCAR Part.8 (Aircraft Operation)
 - (c) MCAR Part.9 (General Policies, Procedures and Definition)
 - (d) MCAR Part.10 Commercial Air Transport by Foreign Air Carrier
 - (e) MCAR Part.11 (Aerial Work)
 - (f) MCAR Part.12 (Operation of General Aviation Aeroplane)
 - (g) MCAR Part.13 (Dangerous Goods -Vol.1, 2,3)

- (C) Manuals
 - (a) Manual of Air Operator Certification, Administration and Surveillance
 - (b) Flight Operation Inspector Manual
 - (c) MMEL/ MEL Policy and Procedures Manual
 - (d) Designated Check Pilot Manual
 - (e) Manual of Validation and Surveillance of Foreign Air Operators
 - (f) Dangerous Goods Inspector Guidance Manual

- (D) On-The - Job – Training
 - (a) Regulatory Audit Checklist for Flight Operations
 - (b) FOI Inspector Check Forms

4. OJT Training for FOIs

The conduct of an FOI has a direct bearing on the proper and effective accomplishment of official job functions and responsibilities. Inspectors are required to approach their duties in a professional manner and to maintain that attitude throughout their activities. Through their conduct, Inspectors working in direct contact with operators, and with the public, bear great responsibility in the determination of public perception of the DCA.

A. *Rules of Conduct.* All Inspectors must observe the following rules of conduct:

- * Report for work on time and in a condition that will permit performance of assigned duties
- * Render full and industrious service in the performance of their duties
- * Maintain a professional appearance, as appropriate, during duty hours
- * Respond promptly to directions and instructions received from their supervisor
- * Exercise courtesy and tact in dealing with co-workers, supervisors, and members of the public
- * Obtain approval of all absences from duty
- * Conserve and protect DCA property, equipment, and materials (Inspectors may not use or permit others to use DCA equipment, property, or personnel for other than official business.)
- * When duties concern the expenditure of public funds, have knowledge of and observe all applicable legal requirements and restrictions
- * Safeguard classified information and unclassified information that should not be given general circulation as provided by Myanmar Secret Act (Inspectors shall not disclose or discuss any classified information or "official use only" information unless specifically authorized to do so. Retain if applicable)
- * Observe the various laws, rules, regulations, and other authoritative instructions, including all rules, signs, and instructions relating to personal safety
- * Uphold with integrity the public trust involved in the position to which assigned

- * Report known or suspected violations of law, regulations, or policy through appropriate channels
- * Not engage in private activities for personal gain or any other unauthorized purpose while on government property
- * Give any supervisor or official conducting an official investigation or inquiry all information and testimony about all matters inquired of, arising under the law, rules, and regulations administered by the DCA
- * Not use illicit drugs or abuse alcohol or other substances
- * Not participate in telephone eavesdropping (Advance notice must be given whenever any other person is placed on the line for any purpose whatsoever). An advance verbal warning must be given when an automatic recording device or a speaker telephone is used. The use of recording devices, portable or otherwise, on telephones shall be limited to areas involving air safety.)
- * Not make irresponsible, false, or defamatory statements that attack, without foundation, the integrity of other individuals or organizations (Inspectors are accountable for the statements they make and the views they express.)

5. Refresher Training Course

ICAO has amended any portions of Annex-6 SARPs. We have been revised and amended in our regulations related with operations sector. After approval of that amendment FOIs will be attended refresher course.

6. Specialized Training

FOIs must have successfully completed a DCA approved initial & Recurrent training course for Inspectors, (Note ;DCA should arrange for the recently inducted FOIs to successfully completed initial , Recurrent & Basic FOI Training Course. After completion of the following courses, FOI shall have to attend the further training courses in respective specialized area.

6.1 Advanced FOI Course

The course may be conducted by qualified FOIs who have completed the Advanced FOI course (conducted by COSCAP/EU/ICAO & Others Training Schools) depending on the subject to be covered.

(a) Advance Inspector Course

(The syllabus should include ETOPs, Cat II & III Operations, RVSM/MNPS, MMEL; and may be covered in different phases)

- (b) Audit Policy and Procedures Course
 - (c) Designated Check Pilot Course
 - (d) Aircraft Performance Course
 - (e) Aircraft Type Training (as required)
 - (f) Crew Resource Management Course
 - (g) Simulator Evaluation & Approval Course (Depending on Assigned Duties)
 - (h) Dangerous Goods Course (Depending on Assigned Duties)
 - (i) Accident Investigation Course (Depending on Assigned Duties)
 - (j) Aviation Safety Promotion Course (Depending on Assigned Duties)
 - (k) Personnel Licensing Course (Depending on Assigned Duties)
 - (l) Aerodrome Certification Course (Depending on Assigned Duties)
- 6.2 These course will be conducted for human resources demand.