

DIRECTORATE OF PERSONNEL
LICENSING

POLICY
&
PROCEDURES MANUAL




PREFACE

This manual is one of the set of manuals forming the Nigeria Civil Aviation Authority's, Directorate of Licensing internal documentation set. These manuals are produced to provide the information, policy and procedures needed to perform the tasks as required by the Nigeria Civil Aviation Regulations.

It is required that all staff use this manual and ALL other relevant working document relating to specific tasks and responsibilities in the performance of their duties.

This manual is subject to regular review and improvement as approved by the DIRECTOR.

The manuals are dynamic documents. As a result of amendments to the Nigerian Regulation, there may be the need for amendments. Contribution of meaningful ideas for the improvement of the content of these manuals is therefore encouraged and requested for.



Capt. Muhtar Usman
Director General, NCAA

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page i of XI



INTRODUCTION

ICAO encourages all contracting states to establish a Department of Licensing and Training to meet the requirements set forth in the convention on international Civil Aviation. The organizational structure of the inspectorate within the NCAA hereinafter referred to as DOL has the following primary responsibilities: certification, inspection, Investigation, Enforcement, Surveillance and counseling of operators. (DOC. 9379)

Amendments to the PPM are issued from time to time as the need arises, so that all concerned will be adequately informed of acceptable policies and procedures applicable to the various duties and tasks to be performed.

By using the PPM as a guide, there should be reasonable degree of uniformity and standardization. If there is any need for a staff member to deviate substantially from the prescribed requirements of any instruction, the Head, DOL must as soon as possible be notified. Full details of the matter with reasons why deviation became necessary, must be given. However, if possible, notification for obvious reasons should be made before any deviation is effected.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page ii of XI



RECORD OF AMENDMENTS

Amendments are by page replacement, addition or re-issuance of the complete manual as the case may be. Inserting amendments in the manual demands completion of the table below, indicating the detail of the amendment, the date, and signing the “update by” column.

Amendment Number	Amendment Date	Subject	Updated by	Date
AN - 01	30-03-2007	Re-issue of complete manual	DOL	03/04/2007
AN - 02	01- 07-2009	Re-issue of complete manual	DOL	16/09/2009
AN - 02	26-04-2010	Re-issue of complete manual	DOL	26-04-2010
AN - 03	15-12-2015	Re-issue of complete manual	DOL	15-12-2015
AN - 03	05-12-2016	Re-issue of complete manual	DOL	05-12-2016

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page iii of XI



MANUAL DISTRIBUTION LIST

Office of the Director General	No. 1
Office of DOL	No. 2
Office of DOT	No. 3
Office of DAWS	No. 4
Office of DAMS	No. 5
Office of DAAS	No. 6
Office of GM (Lic.)	No. 7
Other (as notified)	No. (xx)

This Manual is no.

4 - FOUR

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page iv of XI



LIST OF EFFECTIVE PAGES

The following pages of the Personnel Licensing, Policy and Procedures Manual are now current.

	PAGE	EFFECTIVE DATE
PAGE	1 OF 62	26 Oct. 2017
PAGE	2 OF 62	26 Oct. 2017
PAGE	3 OF 62	26 Oct. 2017
PAGE	4 OF 62	26 Oct. 2017
PAGE	5 OF 62	26 Oct. 2017
PAGE	6 OF 62	26 Oct. 2017
PAGE	7 OF 62	26 Oct. 2017
PAGE	8 OF 62	26 Oct. 2017
PAGE	9 OF 62	26 Oct. 2017
PAGE	10 OF 62	26 Oct. 2017
PAGE	11 OF 62	26 Oct. 2017
PAGE	12 OF 62	26 Oct. 2017
PAGE	13 OF 62	26 Oct. 2017
PAGE	14 OF 62	26 Oct. 2017
PAGE	15 OF 62	26 Oct. 2017
PAGE	16 OF 62	26 Oct. 2017
PAGE	17 OF 62	26 Oct. 2017
PAGE	18 OF 62	26 Oct. 2017
PAGE	19 OF 62	26 Oct. 2017
PAGE	20 OF 62	26 Oct. 2017
PAGE	21 OF 62	26 Oct. 2017
PAGE	22 OF 62	26 Oct. 2017
PAGE	23 OF 62	26 Oct. 2017
PAGE	24 OF 62	26 Oct. 2017
PAGE	25 OF 62	26 Oct. 2017
PAGE	26 OF 62	26 Oct. 2017
PAGE	27 OF 62	26 Oct. 2017
PAGE	28 OF 62	26 Oct. 2017
PAGE	29 OF 62	26 Oct. 2017
PAGE	30 OF 62	26 Oct. 2017
PAGE	31 OF 62	26 Oct. 2017

	PAGE	EFFECTIVE DATE
PAGE	32 OF 62	26 Oct. 2017
PAGE	33 OF 62	26 Oct. 2017
PAGE	34 OF 62	26 Oct. 2017
PAGE	35 OF 62	26 Oct. 2017
PAGE	36 OF 62	26 Oct. 2017
PAGE	37 OF 62	26 Oct. 2017
PAGE	38 OF 62	26 Oct. 2017
PAGE	39 OF 62	26 Oct. 2017
PAGE	40 OF 62	26 Oct. 2017
PAGE	41 OF 62	26 Oct. 2017
PAGE	42 OF 62	26 Oct. 2017
PAGE	43 OF 62	26 Oct. 2017
PAGE	44 OF 62	26 Oct. 2017
PAGE	45 OF 62	26 Oct. 2017
PAGE	46 OF 62	26 Oct. 2017
PAGE	47 OF 62	26 Oct. 2017
PAGE	48 OF 62	26 Oct. 2017
PAGE	49 OF 62	26 Oct. 2017
PAGE	50 OF 62	26 Oct. 2017
PAGE	51 OF 62	26 Oct. 2017
PAGE	52 OF 62	26 Oct. 2017
PAGE	53 OF 62	26 Oct. 2017
PAGE	54 OF 62	26 Oct. 2017
PAGE	55 OF 62	26 Oct. 2017
PAGE	56 OF 62	26 Oct. 2017
PAGE	57 OF 62	26 Oct. 2017
PAGE	58 OF 62	26 Oct. 2017
PAGE	59 OF 62	26 Oct. 2017
PAGE	60 OF 62	26 Oct. 2017
PAGE	61 OF 62	26 Oct. 2017
PAGE	62 OF 62	26 Oct. 2017

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page V of XI



TABLE OF CONTENT

LICENSING POLICY AND PROCEDURE MANUAL

PREFACE	i
INTRODUCTION	ii
RECORD OF AMENDMENTS	iii
MANUAL DISTRIBUTION LIST	iv
LIST OF EFFECTIVE PAGES	v
TABLE OF CONTENT	vi - viii
LIST OF ABBREVIATIONS	ix - xi
CHAPTER 1	
CIVIL AVIATION REGULATORY ACTIVITY	
1.0 CIVIL AVIATION POLICY	1
1.1 REGULATORY FRAMEWORK	1
CHAPTER 2	
FUNCTIONS OF THE DIRECTORATE	
2.1 OBJECTIVES	3
2.2 TASKS AND RESPONSIBILITIES OF THE DIRECTORATE	3
CHAPTER 3	
STRUCTURE OF THE DIRECTORATE	
3.1 THE DIRECTORATE COMPRISES THREE DEPARTMENTS	6
3.2 PERSONNEL LICENSING GUIDANCE AND TRAINING STANDARDS (Part A to the DOL PPM)	6
3.3 DEPARTMENTS	7

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page vi of XI



CHAPTER 4 TECHNICAL GUIDANCE MATERIALS

4.0	FORMAT OF THE TECHNICAL GUIDANCE MATERIAL GENERAL HANDBOOK VOLUME ONE	11
4.1	FORMAT OF THE TECHNICAL GUIDANCE MATERIAL VOLUME II: PERSONNEL LICENSING HANDBOOK PART 1	11-18

CHAPTER 5 INTERNAL ADMINISTRATION

5.0	FORMAL CORRESPONDENCE	19
5.1	QUALITY OF CORRESPONDENCE	19
5.2	RESPONDING TO WRITTEN NOTIFICATIONS OR COMPLAINTS	19
5.3	INTERNAL TASKS	19
5.4	DOCUMENTATION AND RECORDS	21
5.5	NON-FLIGHT CREW PERSONNEL LICENSING DEPARTMENT	22
5.6	DOCUMENTATION/EXAMINATION DEPARTMENT	22
5.7	EXAMINATIONS SECTION	22
5.8	CREW LICENSING INSPECTORATE	22
5.9	INTERNAL QUALITY ASSURANCE SYSTEM	23

CHAPTER 6 MANPOWER RESOURCES AND RECRUITMENT

6.0	INTRODUCTION	24
6.1	APPOINTMENTS	24
6.2	CAREER PROSPECTS	24
6.3	DESIGNATION OF LICENSING EXAMINERS/FUNCTIONS	24
6.4	SENIOR LICENSING EXAMINER	27
6.6	PRINCIPAL LICENSING EXAMINER	28
6.7	ASSISTANT CHIEF LICENSING EXAMINER	29
6.8	CHIEF LICENSING EXAMINER	30
6.9	ASSISTANT GENERAL MANAGER	31
6.10	DEPUTY GENERAL MANAGER	32
6.11	GENERAL MANAGER	33
6.12	MANPOWER, RESOURCES AND RECRUITMENT	34

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page vii of XI



CHAPTER 7 AVIATION SAFETY INSPECTORS: QUALIFICATIONS, TRAINING AND DUTIES

7.0	PURPOSE	40
7.1	REFERENCES	40
7.2	BACKGROUND	40
7.3	FUNCTIONS AND STAFFING OF LICENSING INSPECTORATE DEPT	40
7.4	STAFFING REQUIREMENTS	41
7.5	QUALIFICATIONS OF AVIATION SAFETY INSPECTORS (LICENSING)	41
7.6	OTHER ATTRIBUTES (ALL INSPECTORS)	44
7.7	TRAINING OF AVIATION SAFETY INSPECTORS (LICENSING)	44
7.8	DUTIES OF AVIATION SAFETY INSPECTORS (LICENSING)	45
7.9	SCOPE OF AUTHORISATION (APPENDIX A)	48
7.10	OJT PROGRESS CHART	52

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page viii of XI



LIST OF ABBREVIATIONS

AOC	-	AIR OPERATOR CERTIFICATE
AGM	-	ASSISTANT GENERAL MANAGER
DGM	-	DEPUTY GENERAL MANAGER
GM	-	GENERAL MANAGER
DATR	-	DIRECTORATE OF AIR TRANSPORT REGULATION
DAAS	-	DIRECTORATE OF AERODROME AND AIRSPACE STANDARDS
DFA	-	DIRECTORATE OF FINANCE AND ACCOUNTS
CAA	-	CIVIL AVIATION AUTHORITY
MEL	-	MINIMUM EQUIPMENT LIST
FMA	-	FEDERAL MINISTRY OF AVIATION
NCAA	-	NIGERIAN CIVIL AVIATION AUTHORITY
MOR	-	MANDATORY OCCURRENCE REPORTING
ETOPS	-	EXTENDED TWIN (ENGINE) OPERATIONS a.k.a (EROPS) (R- RANGE)
ICAO	-	INTERNATIONAL CIVIL AVIATION ORGANISATION
AFM	-	APPROVED FLIGHT MANUAL a.k.a. A = AIRCRAFT or SIMPLE FLIGHT MANUAL.
SARP	-	STANDARDS AND RECOMMENDED PRACTICES
PPM	-	POLICY AND PROCEDURES MANUAL
ATPL	-	AIR TRANSPORT PILOT'S LICENCE
CPL	-	COMMERCIAL PILOT'S LICENCE
DOL	-	DIRECTORATE OF LICENSING
DOT	-	DIRECTORATE OF OPERATIONS AND TRAINING
DAWS	-	DIRECTORATE OF AIRWORTHINESS STANDARDS
DAC	-	DIRECTORATE OF ADMINISTRATION AND CORPORATE SERVICES
DAMS	-	DIRECTORATE OF AEROMEDICAL STANDARDS
PLI	-	PRINCIPAL LICENSING INSPECTOR
CSAM	-	CERTIFYING STAFF – AIRCRAFT MAINTENANCE
ACAS	-	AIRBORNE COLLISION AVOIDANCE SYSTEM
ADF	-	AUTOMATIC DIRECTION FINDER
ADS	-	AUTOMATIC DEPENDANT SURVEILLANCE
ADS-B	-	AUTOMATIC DEPENDANT – BROADCAST
AFTN	-	AERONAUTICAL FIXED TELECOMMUNICATION NETWORK
AFS	-	AERONAUTICAL FIXED SERVICE

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page ix of XI



AIC	AERONAUTICAL INFORMATION CIRCULAR
AID	AERONAUTICAL INSPECTORATE DIRECTORATE
AIP	AERONAUTICAL INFORMATION PUBLICATION
AIRAC	AERONAUTICAL INFORMATION REGULATION AND CONTROL
AIREP	AIR REPORT
AIS	AERONAUTICAL INFORMATION SERVICE
AME	AUTHORIZED MEDICAL EXAMINER
AMHS	ATS MESSAGE HANDLING SYSTEM
ANP	AERONAUTICAL NAVIGATION PUBLICATION
ASM	AIRSPACE MANAGEMENT
ASO	AERONAUTICAL STATION OPERATOR
ATC	AIR TRAFFIC CONTROL
ATFM	AIR TRAFFIC FLOW MANAGEMENT
ATM	AIR TRAFFIC MANAGEMENT
ATN	AERONAUTICAL TELECOMMUNICATION NETWORK
ATO	APPROVE TRAINING ORGANISATION
ATS	AIR TRAFFIC SERVICE
CAR	CIVIL AVIATION REGULATION
CNS/ATM	COMMUNICATION, NAVIGATION SURVEILLANCE/AIR TRAFFIC MANAGEMENT
CRM	COLLISION RISK MODEL
DCS	DISTRIBUTED CONTROL SYSTEM
DME	DISTANCE MEASURING EQUIPMENT
FDP	FLIGHT DATA PROCESSING
FIC	FLIGHT INFORMATION CENTER
FIR	FLIGHT INFORMATION REGION
FIS	FLIGHT INFORMATION SERVICE
GNSS	GLOBAL NAVIGATION SATELLITE SYSTEM
GPS	GLOBAL POSITION SYSTEM
ICAO	INTERNATIONAL CIVIL AVIATION ORGANIZATION
IFR	INSTRUMENT FLIGHT RULES
ILS	INSTRUMENT LANDING SYSTEM
ITU	INTERNATIONAL TELECOMMUNICATION UNION
METAR	AVIATION ROUTINE WEATHER REPORT
NDB	NON – DIRECTIONAL RADIO BEACON
NOTAM	NOTICE TO AIRMEN

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page x of XI



NOTAMN	NOTAM NEW
NOTAMC	NOTAM CANCELING
NOTAMR	NOTAM REPLACING
PANS	PROCEDURE FOR AIR NAVIGATION SERVICES
PLC'S	PROGRAMMABLE LOGISTIC CONTROLLERS
RNP	REQUIRED NAVIGATION PLAN
RNAV	AREA NAVIGATION
ROFOR	AVIATION ROUTE FORECAST
RTF	RADIO TELEPHONY
RVSM	REDUCED VERTICAL SEPARATION MINIMA
SPECI	AVIATION SELECTED SPECIAL WEATHER REPORT
TAF	AERODROME WEATHER FORECAST
VFR	VISUAL FLIGHT RULES
VHF	VERY HIGH FREQUENCY
VOR	VHF OMNI DIRECTIONAL RADIO RANGE
WGS	WORLD GEODETIC SYSTEM
W/T	WIRELESS TELEGRAPHY

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: XI
Effective Date: 26 Oct. 2017	Issue: 2	Page xi of XI



CHAPTER 1

CIVIL AVIATION REGULATORY ACTIVITY

1.0 CIVIL AVIATION POLICY

The Nigerian Civil Aviation Act of 2006 recommended the creation of autonomous Civil Aviation Authority vested with Safety and Economic Regulation of the industry.

This has resulted in the promulgation of the Nigeria Civil Aviation Regulations (Nig.CARs)

1.1 REGULATORY FRAMEWORK

The functions and responsibilities of the NCAA are carried out through the service units attached to the office of the Director General: Viz Legal and the different technical and supporting directorates namely:

- ◆ The Directorate of Airworthiness Standards (DAWS)
- ◆ The Directorate of Air Transport Regulation (DATR)
- ◆ The Directorate of Aerodrome and Airspace Standards (DAAS)
- ◆ The Directorate of Finance and Accounts (DFA)
- ◆ The Directorate Operations and Training (DOT)
- ◆ The Administration and Corporate Services (DAC)
- ◆ The Directorate of Licensing Standards (DOL)

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 1 of 62



INTENTIONALLY LEFT BLANK

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 2 of 62



CHAPTER 2 FUNCTIONS OF THE DIRECTORATE

2.1 OBJECTIVES

The Directorate has the following responsibilities, which it carries out in line with Specific service targets:

- 2.1.1 To ensure that the goals and expectations set forth in the Nig. CARs are encouraged and enforced without imposing unnecessary regulatory burden on the Operators / industry and that the Authority's safety targets are achieved by implementation of the DOL Policies and Procedures.
- 2.1.2 To ensure proper implementation of policies laid down, procedures and Acceptable practices in harmony with other Directorates, the corporate body, parent Ministry and ICAO.
- 2.1.3 To develop, conduct and correct written and oral examinations for the issuance of licenses and ratings issued

2.2 TASKS AND RESPONSIBILITIES OF THE DIRECTORATE

2.2.1 TO ACCOMPLISH THE ABOVE OBJECTIVES :DOL INSPECTORS/EXAMINERS WILL CARRY OUT:

- (a) The assessment and approval of applications for licenses and ratings.
- (b) Issuance of licenses and ratings.
- (c) Validation/Conversion of foreign licenses
- (d) preparation, administration and Evaluating written examinations
- (e) Promulgation of examination schedules, dates, time and centre.
- (f) Drafting and amendments of rules relating to the training and licensing of aviation personnel
- (g) Approval of organizations and persons for specific tasks related to training and testing.
- (h) Assessment of the qualifications of the military trained personnel in order to determine examination and flight test.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 3 of 62



- (i) Enforcement of licensing laws and regulations
- (j) Certification and Approvals of Approved Training Organisations
- (k) Aeromedical Oversight
- (l) The promulgation of a scale of fees for written examinations, flight tests or practical tests and the issue of licenses and ratings.
- (m) The production and availability of licensing regulations or explanatory pamphlets or information circulars detailing requirements for the issue of a license, syllabi and recommended study material.
- (n) Collaborate with other Directorates in areas of overlapping functions on regulatory oversight for certification and issuance of licences.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 4 of 62



personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 5 of 62



CHAPTER 3

STRUCTURE OF THE DIRECTORATE

3.1 THE DIRECTORATE COMPRISES THREE DEPARTMENTS:

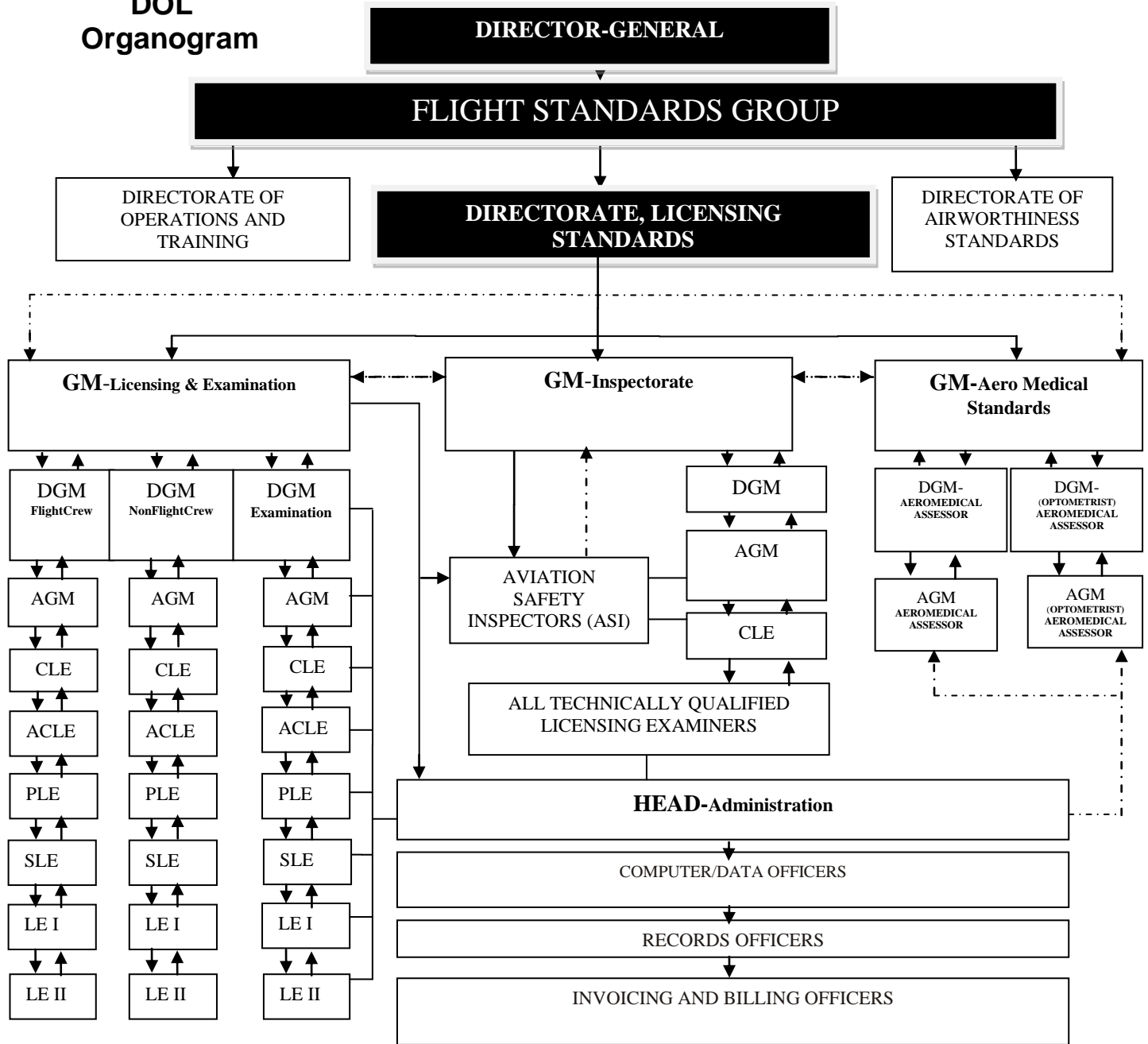
- (i) Department of Licensing and Examination.
- (ii) Department of Licensing Inspectorate
- (iii) Aero-Medical Standards



personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 6 of 62



**DOL
Organogram**



Note: For detailed job description/duties, see DLS Policy and Procedures Manual Chapters 6 and 7.

LEGEND

- Shows line of Directives (↓)
- Shows line of Reporting (↑)
- Shows line of Strong Working Relationship (—)
- Shows line of Liaison (←- - ->)
- Shows line of Advice (- - ->)

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 7 of 62



All the Three Departments of the Directorate of Licensing are guided by Legal working document referred to as the:

**3.2 PERSONNEL LICENSING GUIDANCE AND TRAINING STANDARDS
(Part A to the DOL PPM)**

3.2.1 The purpose of this document is to explain the administrative procedures for the issue of licenses to personnel engaged in Civil Aviation activities in Nigeria. It is meant to indicate, as far as it is practical to do so, the general nature of the requirements to be met to obtain aviation licenses.

3.2.2 In addition, it provides guidance by the Nigerian Civil Aviation Authority (NCAA), hereinafter known as the ‘Authority’, to guide the industry in regulatory and procedural matters necessary for conformity with the ICAO SARPs contained in Annex 1 to the Convention on International Civil Aviation.

3.2.3 References in this Handbook to the Nig. CARs promulgated under the Civil Aviation Act, are the regulations in force at the time. These Regulations and any Directives issued by the Director General should have sufficient detail to ensure that compliance will result in the desired level of safety.

3.3 DEPARTMENTS

3.3.1 Department of Flight Crew Personnel Licensing

The Department of Flight Crew Personnel Licensing shall be responsible to the Director of Licensing for the following functions:

- (i) The assessment and approval of applications for all flight crew licenses and ratings.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 8 of 62



- (ii) Issue of flight crew licenses and ratings.
- (iii) Validation/Conversion of foreign flight crew licenses, and

3.3.2 Department of Non- Flight Crew Personnel Licensing

The Department of Non-Flight Crew Personnel Licensing shall be responsible to the Director of Licensing for the following functions:

- (i) The assessment and approval of applications for Non- flight crew personnel licenses and ratings.
- (ii) Issue of non-flight crew personnel licenses and ratings.
- (iii) Validation/Conversion of foreign non-flight crew licenses, and
- (iv) Such other functions as may be assigned from time to time.

3.3.3 Department of Documentation and Examinations

The Department of Documentation and Examination shall be responsible to the Director of Licensing for the following functions:

- (i) Conducting and marking of written examinations
- (ii) Promulgation of examination schedules, dates and time and centre.
- (iii) Drafting and amendments of rules relating to the training and licensing of aviation personnel
- (iv) Approval of organizations and persons for specific tasks related to training and testing.
- (v) The production and availability of licensing regulations or explanatory pamphlets or information circulars detailing requirements for the issue of a license, syllabi and recommended study material.
- (vi) Assessment of the qualifications of the military trained personnel in order to determine examination and flight test, and
- (vii) Such other functions as may be assigned from time to time.

3.3.4 DEPARTMENT OF LICENSING INSPECTORATE

The Department of Licensing Inspectorate shall be responsible to the Director of Licensing for the following functions:

- (i) Drafting and amendments of rules relating to the training and licensing of aviation personnel

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 9 of 62



- (ii) Approval of organizations and persons for specific tasks related to training and testing.
- (iii) Assessment of the qualifications of the military trained personnel in order to determine examination and flight test.
- (iv) Enforcement of licensing laws and regulations, and
- (v) Such other functions as may be assigned from time to time

3.3.5 DEPARTMENT OF AEROMEDICAL SERVICES

The Department of Aeromedical Services shall be responsible to the Director of licensing for the following functions:

- (i) The appointment, supervision and control of Authorised Aviation Medical Examiners.
- (ii) Ab initio Medical assessment for Air crew and Air Traffic Controllers
- (iii) Review and evaluation of aircrew medical reports from AAME.
- (iv) Aeromedical Data Bank for collation and analysis of aircrew and air traffic controllers' medical reports for trends aimed at prevention of incidents inimical to aviation safety.
- (v) Ensuring implementation of policy guidelines for all flight who are licence holders in line with ICAO SARPS.
- (vi) The periodic updating of Aeromedical regulatory standards for Nigeria in line with ICAO SARPS.
- (vii) Quarterly inspection of AAME's facilities in Nigeria
- (viii) Periodic on-board inspection of Aircraft's First Aid and Medical kits
- (ix) Carrying out periodic on-the-spot assessment of aircrew for alcohol and or drug abuse.
- (x) Participation at mock air crash exercises in all airports in Nigeria
- (xi) Participation in Aircraft Accident prevention and Investigation (Human Factor Group)
- (xii) Periodic review and oversight of Ab initio cabin crew training and recurrent training
- (xiii) Organisation of periodic sensitization seminars on relevant issues in Aviation medicine for AAMEs, AAMEs' staff, Aircrew and Airline Operators.
- (xiv) Appointment (on ad-hoc basis) of competent consultants in relevant medical specialties for the review of contentious aircrew medicals (Medical Advisory Panel)
- (xv) Developing Aeromedical regulatory standards for air ambulance in Nigeria.
- (xvi) Staff Occupational health medical care policy, review and implementation.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 10 of 62



personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 11 of 62



CHAPTER 4

TECHNICAL GUIDANCE MATERIALS

4.0 FORMAT OF THE TECHNICAL GUIDANCE MATERIAL GENERAL HANDBOOK VOLUME ONE

CHAPTER 1

1.0 PURPOSE	5
2.0 GUIDANCE MATERIAL	5
3.0 FORMATTING OF THE ADVISORY CIRCULARS & ORDERS	6
4.0 FORMS AND CHECKLISTS	6
5.0 IDENTIFICATION OF AMENDMENTS AND REVISIONS TO THE CIRCULARS AND ORDERS	7

CHAPTER 2

1.0 PURPOSE	8
2.0 GENERAL INFORMATION	8
3.0 REASONS FOR THE AMENDMENTS	8
4.0 REGULATION DEVELOPMENT AND AMENDMENT PROCEDURE	9
5.0 GUIDANCE MATERIAL DEVELOPMENT	9

CHAPTER 3

THE FIVE PHASE CERTIFICATION AND APPROVAL PROCESS

1.0 PURPOSE	11
2.0 REFERENCE	11
3.0 GUIDANCE AND PROCEDURE	11

4.1 FORMAT OF THE TECHNICAL GUIDANCE MATERIAL VOLUME II: PERSONNEL LICENSING HANDBOOK PART 1

CHAPTER 1

1.0 PURPOSE	1
2.0 REFERENCES	1
3.0 GUIDANCE AND PROCEDURES	1
4.0 RESULTS	3
5.0 FUTURE ACTIVITIES	4

CHAPTER 2

ISSUE, RENEWAL AND RE-ISSUE OF A STUDENT PILOT LICENCE ISSUE, RENEWAL AND RE-ISSUE OF A PRIVATE PILOT LICENCE INCLUDING ADDITIONAL CATEGORY, AIRCRAFT TYPE AND CLASS RATING

1.0 PURPOSE	5
-------------	---

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 12 of 62



2.0 REFERENCES	5
3.0 GUIDANCE AND PROCEDURES	5
4.0 RESULTS	11
5.0 FUTURE ACTIVITIES	12

**CHAPTER 3
ISSUE, RENEWAL AND RE-ISSUE, COMMERCIAL PILOT LICENCE, CATEGORY, CLASS AND
TYPE RATING**

1.0 PURPOSE	13
2.0 REFERENCES	13
3.0 GUIDANCE AND PROCEDURES	13
4.0 RESULTS	19
5.0 FUTURE ACTIVITIES	19

**CHAPTER 4
ISSUE, RENEWAL AND RE-ISSUE OF AN AIRLINE TRANSPORT PILOT LICENCE
INCLUDING CATEGORY, CLASS AND TYPE RATING.**

1.0 PURPOSE	20
2.0 REFERENCES	20
3.0 GUIDANCE AND PROCEDURES	20
4.0 RESULTS	26
5.0 FUTURE ACTIVITIES	26

**CHAPTER 5
VALIDATION AND CONVERSION OF A FOREIGN FLIGHT CREW MEMBER LICENCE**

1.0 PURPOSE	27
2.0 REFERENCES	27
3.0 GUIDANCE AND PROCEDURES	27
4.0 RESULTS	31
5.0 FUTURE ACTIVITIES	31

**CHAPTER 6
ISSUE OF A PILOT LICENCE AND/OR RATING BASED ON MILITARY
QUALIFICATIONS**

1.0 PURPOSE	32
2.0 REFERENCES	32
3.0 GUIDANCE AND PROCEDURES	32
4.0 RESULTS	36
5.0 FUTURE ACTIVITIES	36

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 13 of 62



**CHAPTER 7
ISSUE AND RENEWAL OF AN INSTRUMENT RATING**

1.0 PURPOSE	37
2.0 REFERENCES	37
3.0 GUIDANCE AND PROCEDURES	37
4.0 RESULTS	43
5.0 FUTURE ACTIVITIES	43

**CHAPTER 8
ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT INSTRUCTOR RATING/LICENCE,
ADDITIONAL CLASS AND TYPE RATING/LICENCE**

1.0 PURPOSE	44
2.0 REFERENCES	44
3.0 GUIDANCE AND PROCEDURES	44
4.0 RESULTS	50
5.0 FUTURE ACTIVITIES	50

**CHAPTER 9
ISSUE, RENEWAL OR RE-ISSUE OF A FLIGHT ENGINEER LICENCE INCLUDING
AIRCRAFT TYPE RATING**

1.0 PURPOSE	52
2.0 REFERENCES	52
3.0 GUIDANCE AND PROCEDURES	52
4.0 RESULTS	58
5.0 FUTURE ACTIVITIES	58

**CHAPTER 10
ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT ENGINEER (FE) INSTRUCTOR
AUTHORIZATION INCLUDING ADDITIONAL TYPE RATINGS**

1.0 PURPOSE	59
2.0 REFERENCES	59
3.0 GUIDANCE AND PROCEDURES	59
4.0 RESULTS	66
5.0 FUTURE ACTIVITIES	66

CHAPTER 11

1.0 PURPOSE	67
2.0 REFERENCES	67
3.0 GUIDANCE AND PROCEDURES	67
4.0 RESULTS	73
5.0 FUTURE ACTIVITIES	73

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 14 of 62



**CHAPTER 12
ISSUE, RENEWAL AND RE-ISSUE OF AN AIR TRAFFIC CONTROLLER LICENCE
INCLUDING ADDITIONAL RATINGS**

1.0 PURPOSE	74
2.0 REFERENCES	74
3.0 GUIDANCE AND PROCEDURES	74
4.0 RESULTS	79
5.0 FUTURE ACTIVITIES	79
APPENDIX	80

**CHAPTER 13
ISSUE, RENEWAL AND RE-ISSUE OF A FLIGHT DISPATCHER LICENCE**

1.0 PURPOSE	82
2.0 REFERENCES	82
3.0 GUIDANCE AND PROCEDURES	82
4.0 RESULTS	85
5.0 FUTURE ACTIVITIES	85

CHAPTER 14

ISSUE, RENEWAL AND RE-ISSUE OF AN AIRCRAFT MAINTENANCE ENGINEER'S LICENCE

1.0 PURPOSE	86
2.0 REFERENCES	86
3.0 GUIDANCE AND PROCEDURES	86
4.0 ISSUE, EXTEND OR RENEW THE LICENCE	87
5.0 ACTIONS TAKEN BY PEL OFFICE	87

**CHAPTER 15 ISSUES, RENEWAL AND RE-ISSUE OF AN AERONAUTICAL STATION
OPERATOR LICENCE**

1.0 PURPOSE	89
2.0 REFERENCES	89
3.0 GUIDANCE AND PROCEDURES	89
4.0 RESULTS	91
5.0 FUTURE ACTIVITIES	91

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 15 of 62



**CHAPTER 16
PROCEDURE FOR THE AUTHORISATION OF AN AUTHORISED AVIATION MEDICAL
EXAMINER (AAME)**

1.0 PURPOSE	92
2.0 REFERENCE	92
3.0 GUIDANCE AND PROCEDURES	92
4.0 RESULTS	99
5.0 FUTURE ACTIVITIES	99

**CHAPTER 17
ISSUE, RENEWAL OR RE-ISSUE OF A MEDICAL CERTIFICATE**

1.0 PURPOSE	100
2.0 REFERENCES	100
3.0 GUIDANCE AND PROCEDURES	100
4.0 RESULTS	104
5.0 FUTURE ACTIVITIES	104

**CHAPTER 18
KNOWLEDGE TESTING FOR A LICENCE, CERTIFICATE OR RATING**

1.0 PURPOSE	105
2.0 REFERENCES	105
3.0 GUIDANCE AND PROCEDURES	105
4.0 RESULT	115
5.0 FUTURE ACTIVITIES	115

**CHAPTER 19
AUTHORISATION OF FLIGHT TEST EXAMINER**

1.0 PURPOSE	116
2.0 REFERENCES	116
3.0 GUIDANCE AND PROCEDURES	116
4.0 RESULTS	123
5.0 FUTURE ACTIVITIES	123

**CHAPTER 20
AVIATION LANGUAGE PROFICIENCY TESTING FOR LICENCE ENDORSEMENT**

1.0 PURPOSE	124
2.0 REFERENCES	124
3.0 BACKGROUND	125
4.0 TEST INSTRUMENT	125
5.0 TESTING PROCEDURES	125

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 16 of 62



PERSONNEL LICENSING CHECKLISTS:

CL: O-PEL002 AERONAUTICAL EXPERIENCE REQUIREMENTS FOR PPL LICENCE	1
CL: O-PEL003 AERONAUTICAL EXPERIENCE REQUIREMENTS FOR COMMERCIAL PILOT LICENCE (CPL) LIGHTER THAN AIR	5
CL: O-PEL004 AERONAUTICAL EXPERIENCE REQUIREMENTS FOR AIRLINE TRANSPORT PILOT LICENCE (ATPL). AEROPLANE; HELICOPTER	7
CL: O-PEL005 CHECKLIST FOR THE CONVERSION OF A FOREIGN PILOT LICENCE	9
CL: O-PEL005A CHECK LIST FOR THE VALIDATION OF FOREIGN FLIGHT CREW LICENCE AND RATINGS	13
CL: O-PEL005B CHECK LIST FOR THE CONVERSION OF A FOREIGN FLIGHT ENGINEER LICENCE	16

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 17 of 62



PERSONNEL LICENSING FORMS:

FORM O-PEL-001 APPLICATION FOR ISSUE OR RENEWAL OF A STUDENT PILOT LICENCE	1
FORM O-PEL-002 APPLICATION FOR ISSUE OR RENEWAL OF A PRIVATE PILOT LICENCE	3
FORM O-PEL-003 APPLICATION FOR ISSUE OR RENEWAL OF A COMMERCIAL PILOT LICENCE (CPL)	7
FORM O-PEL-004 APPLICATION FOR ISSUE OR RENEWAL OF AN AIRLINE TRANSPORT PILOT LICENCE (ATPL)	11
FORM O-PEL-005 REQUEST FOR CONFIRMATION OF A FOREIGN LICENC	15

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 18 of 62



personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 19 of 62



CHAPTER 5 INTERNAL ADMINISTRATION

5.0 FORMAL CORRESPONDENCE

All Staff of DOL shall officially should judge the need for writing a formal letter by the following criteria: If he/she can get job done satisfactory by telephone/fax, personal contact or by doing the investigation, check or review what his job normally requires him to do, then a formal letter should not be used. All letters to the industry must be cleared by the respective, GM or Director. In case, a copy should be filed at the GMs office.

5.1 QUALITY OF CORRESPONDENCE

When an official must write a letter to a person, operator or agency, he should observe the basic rules of letter writing. These rules should include accuracy, conciseness and brevity but say what has to be said. Above all, the official should write the type of letter that he would like to receive.

5.2 RESPONDING TO WRITTEN NOTIFICATIONS OR COMPLAINTS

5.2.1 Written notifications or complaints from the public or organizations should in all cases be answered in writing. The answer, either in final form or as an acknowledge, should be sent to the person or organization involved within a period of 10 working days from the time such letter or the official received notification.

5.2.2 If the receiving official is not primary responsible for the entity involved, the notification should be immediately forwarded to the appropriate department.

5.2.3 Final letters of reply should respond directly to the issues cited in the notification. After investigating the case as required, the final response should be factual, courteous, concise and free of generalities.

5.2.4 Before replying to letters concerning particularly sensitive or significant issues, the responsible official should discuss the form and manner of response with his appropriate supervisors.
Completion of this form would be done in chargeable time to the client.

5.3 INTERNAL TASKS

5.3.1 GENERAL OFFICE DUTIES

5.3.1 TYPICAL TASKS TO BE REGARDED AS GENERAL OFFICE DUTIES INCLUDE:

- (a) Time sheets: Each office shall submit a time sheet (monthly achievement) form every month which contains information on inspections and how time was utilized. The minimum office time to be accounted for is 40hrs per week.
- (b) Meetings: Attendance of meetings or phone calls non-chargeable time.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 20 of 62



- (c) Travel related: Travel arrangements, transport and the completion of subsistence and travel claims not chargeable to a client.
- (d) Other administrative task: Computer related tasks housekeeping.



personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 21 of 62



5.3.2 TRAINING

- (a) This is planned and implemented by the office of the Director assisted by GMs or Training Coordinator and Training Committee.
- (b) Written requirements and explanation of the course must be provided by the Training Coordinator.
- (c) Copies of brochures on course content and time span must be provided.
- (d) Proof of costs must be provided.
- (e) Apply for permission to go on a course or seminar by submitting written memo to DOL through Departmental heads.
- (f) Course time, course description and course report/assessment must be provided at the end of the course.

5.3.3 LEAVE

- (a) Apply for leave on relevant form in consultation with head of section
- (b) Record time and type of leave (Holiday, Sick or Special) on time sheet.

5.4 DOCUMENTATION AND RECORDS

- 5.4.1 Proper documentation and records must be well maintained by all departments of DOL. The Documentation department shall be responsible as custodian and managers of Working Documents in the Directorate and a file shall be established and maintained for each certified organization/operator by the Registry.
- 5.4.2 The information on the file will include at least the following:
 - (a) All documents finally approved as part of a file.
 - (b) Copies of correspondences with the certificate holder.
 - (c) Copies of inspection and surveillance reports.
 - (d) Any letters issued on suspension or cancellation of the certificate

5.4.3 RECORD KEEPING AND RELATED REPORTS

RESERVED FORPROCEDURE AND DOCUMENTATION,
CHECKLISTS ON REQUIREMENTS FOR TASK AND RESPONSIBILITIES

5.4.4 UTILIZATION OF OFFICIAL TIME

RESERVED FORPROCEDURE AND DOCUMENTATION,
CHECKLISTS ON REQUIREMENTS FOR TASK AND RESPONSIBILITIES

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 22 of 62



5.4.5 SPECIFIC DUTIES AND RESPONSIBILITIES.

5.4.6 FLIGHT CREW PERSONNEL LICENSING DEPARTMENT

Qualifications of applicants for processing and issue of Pilots and Flight Engineers Licenses. Validation/Conversion of foreign issued Flight Crew Licenses from ICAO member Assessing states

5.5 NON-FLIGHT CREW PERSONNEL LICENSING DEPARTMENT

Assessing qualifications of applicants for processing and issue of Flight Dispatchers, Air Traffic Controllers, Aeronautical Station Operators, Air Traffic Safety Engineering Personnel, Aircraft Maintenance Engineer and Cabin Crew Licenses.

Validation/Conversion of foreign issued licenses on the basis of Non Flight Crew licenses in accordance with ICAO Annex 1.

5.6 DOCUMENTATION/EXAMINATION DEPARTMENT

The Management and Control of ALL working Documents as established and in line with ICAO Standards and Recommended Practices SARP's and other ICAO relevant documents and States Regulations.

This department designs forms to facilitate the administrative function of making application, processing the application, recording data and issuing the license. The department ensures each holder of a license has a personal file that contains all correspondence, applications, assessments, examination results and all licensing documentation.

The department maintains a card index system for easy quick reference and for statistical purposes and a computerised system for on-line licensing activities.

This department designs forms to facilitate the administrative function of making application, processing the application, recording data and issuing the licence. The department ensures each holder of a licence has a personal file that contains all correspondence, applications, assessments, examination results and all licensing documentation.

The department maintains an index card system, for easy and quick reference and for statistical purposes, and a computerised system for on line licensing activities

5.7 EXAMINATIONS SECTION.

It shall be responsible for Conducting, Grading, Collation of Examinations and Releasing of Examinations for ALL licenses.

The Examination section is computerized and written examinations will be Computer based.

5.8 CREW LICENSING INSPECTORATE

Implementation processes, such as inspections and audits, to proactively ensure that aviation license, certificate, authorisation and/or approval holders continue to meet the established requirements and function at the level of competency and safety required by the state to undertake an aviation-related activity for which they have been licensed, certified, authorised and/or approved to perform. This includes the surveillance of designated personnel who perform safety oversight functions on behalf of the Authority.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 23 of 62



5.9 INTERNAL QUALITY ASSURANCE SYSTEM

The Director of Licensing will establish an Internal Quality Assurance system. The purpose of DoL quality assurance system is to enable continued monitoring of compliance with DoL Policies and Procedures as documented in the Technical Guidance Materials (TGMs) and any other directives issued by the Director General. An internal Audit Team will carry out periodic Inspections of the Directorate activities to ensure continued compliance with established procedures.



personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 24 of 62



CHAPTER 6

MANPOWER RESOURCES AND RECRUITMENT

6.0 INTRODUCTION

DOL planning, recruitment and utilization of human resources will be the primary responsibility of the NCAA management, while the Directorate of licensing Standards provides the technical expertise in this regard.

6.1 APPOINTMENTS

- 6.1.1** Appointments will be based on the suitability of candidates for particular positions. However, the Authority will at all times strive toward achieving affirmative action and equal opportunity targets as determined by the Board from time to time.
- 6.1.2** Staff may be appointed when positions/posts are available and in the following categories by the Authority.
- (1). Permanent Staff
 - (2). Contract Staff
 - (3). Part-time Staff
 - (4). Temporary Staff
- 6.1.3** All candidates for employment are required to submit written application letters and subject themselves to the screening process as may be determined by the Authority.

6.2 CAREER PROSPECTS:

- 6.2.1** The chances of the personnel of the Directorate being considered for lateral promotions outside their own field of work will depend on the possession of other cognate qualifications by the affected staff.
- 6.2.2** It should be realized that all examining work is repetitions and can become boring. Flying duties if the individual has a valid licence, flights on Airline or Air careers with access to the flight deck and overseas liaison visits, inspection of airstrip, all help to stimulate and motivate members of the examining section.
- 6.2.3** The clerical personnel in the Directorate are usually subject to the control of the wider public service administration and can therefore qualify for other administrative or clerical posts.
- 6.2.4** All staff shall be trained and be retrained to enable them acquire requisite/appropriate qualifications.

6.3 DESIGNATION OF LICENSING EXAMINERS/FUNCTIONS

- 1 LICENSING EXAMINER II
- 2 LICENSING EXAMINER I
- 3 SENIOR LICENSING EXAMINER
- 4 PRINCIPAL LICENSING EXAMINER

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 25 of 62



- 5 ASSISTANT CHIEF LICENSING EXAMINER
- 6 CHIEF LICENSING EXAMINER
- 7 ASSISTANT GENERAL MANAGER
- 8 DEPUTY GENERAL MANAGER
- 9 GENERAL MANAGER

6.3.1 LICENSING EXAMINER II

6.3.1.1 SALARY SCALE: GL 08

6.3.1.2 DUTIES

- (i) Supervision of non-technical staff in filing crew documents and as directed by the Senior Licensing Examiner.
- (ii) Sorting out various technical documents relating to aircraft type rating, Instrument rating, class rating, etc for payment of statutory renewal of fees for licences.
- (iii) Keeping index register for crew licences.
- (iv) Computerisation of all crew technical data such as proficiency checks, type rating checks, I/R checks, etc
- (v) Preparation of weekly and monthly returns.
- (vi) And other duties that may be assigned from time to time.

6.3.1.3 QUALIFICATION/METHOD OF ENTRY

- (i) Possess five credit passes at the Senior Secondary School Certificate Examination (S.S.C.E.) of GCE O/L
- (ii) A Bsc degree in any discipline, in addition to possessing the Basic Flight Operations Officer Certificate from an Approved training Organisation
- (iii) Bsc in Aviation Management or equivalent in any discipline with PPL knowledge, or ATS or AMEL.

6.3.1.4 TRAINING PROGRAMME

The directorate shall maintain a training programme for all PEL technical staff with reference to the TRAINING POLICY AND PROGRAMME FOR TECHNICAL STAFF-PPM-DOL TRG

- (i) Induction course.
- (ii) CPL Ground Training or any relevant/applicable Professional Training.
- (iii) Air Traffic control Unit attachment
- (iv) Aircraft Maintenance Unit Attachment
- (v) Aircraft Dispatcher Unit attachment

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 26 of 62



- (vi) Aeronautical Electronics & Telecommunication Unit attachment
- (vii) Personnel Licensing Course with CAA attachment.

6.3.1.5 ADVANCEMENT

6.3.1.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority.

6.3.2 LICENSING EXAMINER 1

6.3.2.1 SALARY SCALE: GL 09

6.3.2.2 DUTIES

- (i) Handling of correspondence and the preparation of documentation for applicants for all written examinations such as Meteorology, Flight planning, navigation, Instruments, Performance 'A', Aircraft type technical etc as directed.
- (ii) Collating applications for processing, issue/renewal of all licences, validation and authorization.
- (iii) And other duties that may be assigned from time to time.

6.3.2.3 QUALIFICATION /METHOD OF ENTRY

- (i) Possess five credit passes at the Senior Secondary School Certificate Examination (S.S.C.E.) of GCE O/L
- (ii) By direct appointment of candidates possessing B.sc Degree in Aviation related studies or any discipline with at Least 3 years post qualification cognate experience.
- (iii) Promotion of suitably qualified Licensing Examiner II who has spent 3 years on the grade.

6.3.2.4 TRAINING PROGRAMME

- (i) Induction course.
- (ii) CPL Ground Training or any relevant/applicable Professional Training.
- (iii) Air Traffic control Unit attachment
- (iv) Aircraft Maintenance Unit Attachment
- (v) Aircraft Dispatcher Unit attachment
- (vi) Aeronautical Electronics & Telecommunication Unit Attachment
- (vii) Personnel Licensing Course with CAA attachment.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 27 of 62



6.3.2.5 ADVANCEMENT

- 6.3.2.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority.

6.4 SENIOR LICENSING EXAMINER

6.4.1 SALARY SCALE: GL 10

6.4.2 DUTIES

- (i) Booking, processing and release of Examinations
- (ii) Processing/Renewal of Licences
- (iii) Processing of Validation.
- (iv) Supervising the work of other licensing Officers
- (v) And other duties that may be assigned from time to time.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 28 of 62



6.4.3 QUALIFICATION /METHOD OF ENTRY

- (i) Possess five credit passes at the Senior Secondary School Certificate Examination (S.S.C.E.) of GCE O/L
- (ii) B.sc or equivalent in an Aviation related subject and at least 5 years of pertinent post qualification experience, or
- (iii) Technical background in flying, Airworthiness duties, Air Traffic Control duties, Flight Operations Officer duties or
- (iv) Promotion of suitably qualified Licensing Examiner I

6.4.4 TRAINING PROGRAMME

- (i) Personnel Licensing CAA Attachment
- (ii) Abridge course in one or more of the following:
 - (a) Aeronautical Electronics & Telecommunication
 - (b) Aircraft Maintenance
- (iii) CPL Ground Training or any relevant Professional Training.
- (iv) Air Traffic Control training
- (v) Private Pilot training
- (vi) Aircraft Dispatcher Training.

6.4.5 ADVANCEMENT

6.4.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority.

6.6 PRINCIPAL LICENSING EXAMINER

6.6.1 SALARY SCALE: GL 12

6.6.2 DUTIES

- (i) Booking, processing and release of Examinations
- (ii) Processing/Renewal of Licences
- (iii) Processing of Validation.
- (iv) Supervising the work of other licensing Officers
- (v) And other duties that may be assigned from time to time.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 29 of 62



6.6.3 QUALIFICATION/METHOD OF ENTRY

- (i) Possess five credit passes at the Senior Secondary School Certificate Examination (S.S.C.E.) of GCE O/L
- (ii) B.sc or equivalent in an Aviation related subject and at least 7 years of pertinent post qualification experience, or
- (iii) Technical background in flying, Airworthiness duties, Air Traffic Control duties, Flight Operations Officer duties or
- (iv) Promotion of suitably qualified Senior Licensing Examiner

6.6.4 TRAINING PROGRAMME

- (a) GSI in Personnel Licensing
- (b) Management Courses
- (c) Abridged Course in one or more of the following:
 - (i) Aeronautical Electronics & Telecommunication
 - (ii) Aircraft Maintenance
 - (iii) CPL Ground Training
 - (iv) Aircraft Dispatcher Training
- (d) Any other relevant Professional Training relative to tasks and responsibilities.

6.6.5 ADVANCEMENT

6.6.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority.

6.7 ASSISTANT CHIEF LICENSING EXAMINER

6.7.1 SALARY SCALE GL 13

6.7.2 DUTIES

- (i) Supervision of Examinations bookings, processing and release of Results
- (ii) Serves as Unit head
- (iii) Training and Personnel Approval, Management, Supervision and Control of all working documents (if in Documentation Department).
- (iv) And other duties that may be assigned from time to time.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 30 of 62



6.7.3 QUALIFICATION/METHOD OF ENTRY

- (i) Possess five credit passes at the Senior Secondary School Certificate Examination (S.S.C.E.) of GCE O/L
- (ii) B.sc or equivalent professional qualification in an Aviation related subject and at least **10yrs** pertinent post qualification experience.
- (iii) Experienced Airline Pilot, Flight Engineer, Airworthiness Engineer, Air Traffic Control Officer, and Flight Dispatcher
Flight Operations Officer.
- (iv) Promotion of suitably qualified principal Licensing Examiner

6.7.4 TRAINING PROGRAMME

- (a) Management Courses
- (b) Abridged course in any one or more of the following:
 - (i) Advance training relevant to post.
Type Rating in at least two aircraft type.
 - (ii) Any other relevant Professional Training.

6.7.5 ADVANCEMENT

6.7.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority.

6.8 CHIEF LICENSING EXAMINER

6.8.1 SALARY SCALE: GL 14

6.8.2 DUTIES

- (i) Assessing and approving applications for the issuance or renewal of Licences and or Rating as applicable
- (ii) Setting and Supervision of Examinations
- (iii) Grading of Examination
- (iv) Training and Personnel Approvals
- (v) Reviewing of all licence records and updating Licencing procedures
- (vi) Training and Personnel Approval, Management, Supervision and Control of ALL working documents if in Documentation Department
- (vii) And other duties that may be assigned from time to time.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 31 of 62



6.8.3 QUALIFICATION/METHOD OF ENTRY

- (i) Promotion of suitably qualified Assistant Chief Licensing Examiner.
- (ii) B.sc or equivalent in Aviation related subject and a basic aviation knowledge with evidence of completion of CPL ground school or equivalent and at least **12yrs** post qualification experience.
- (iii) Experience Airline Pilot, Flight Engineer, Airworthiness Engineer, Navigator, Air Traffic Controller, and Flight Dispatcher/Flight Operations Officer.

6.8.4 TRAINING PROGRAMME

- (i) Advanced Management Courses
- (ii) Abridged ATPL course and other Advanced training relevant to post
- (iii) Type Rating on at least two types of aircraft
- (iv) Any other relevant Professional Training.

6.8.5 ADVANCEMENT

- 6.8.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority.

6.9 ASSISTANT GENERAL MANAGER

6.9.1 SALARY SCALE: GL 15

6.9.2 DUTIES

- (i) Supervising the examination staff in the preparation, supervision and grading of candidate's examination papers to ensure that standards consistent with current practices are established and maintained.
- (ii) Ensuring maintenance of standardization among Licensing units, Documentation and Examination Units and the Crew Licensing Inspectorate by providing adequate instructions and guidance material and by implementing a quality control mechanism within the applicable section. Responding as appropriate, to enquiries concerning personnel licensing requirements.
- (iii) And other duties that may be assigned from time to time.

6.9.3 QUALIFICATION/METHOD OF ENTRY

- (i) B.sc or equivalent in an Aviation related field with a PPL or any Aviation Licence relevant to the post, plus at least **15yrs** post qualification experience
- (ii) Experience Airline Pilot, Flight Engineer, Airworthiness Engineer, Air Traffic Controller, and Flight Dispatcher/Flight Operations Officer.
- (iii) Promotion of suitably qualified Chief Licensing Examiner,

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 32 of 62



6.9.4 TRAINING PROGRAMME

- (i) Advanced Management Courses
- (ii) Refresher courses
- (iii) Seminar, conferences and Workshops
- (iv) Type Rating on at least two types of Aircraft
- (v) Any relevant Professional Training.

6.9.5 ADVANCEMENT

6.9.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority

6.10 DEPUTY GENERAL MANAGER

6.10.1 SALARY: GL 16

6.10.2 DUTIES

- (i) Overseeing the preparation and reviewing of examination curricula, condition of examinations for the various Licenses and Ratings and various categories of A/C Maintenance Engineering Licenses and Ratings provided for in the specific Personnel Licensing regulation
- (ii) Arranging for Flight Crew, ATC, Flight Dispatcher, ATSEP, ASOL practical tests, as appropriate, and /or Licenses and other ratings applicable for personnel other than Flight Crew
- (iii) Developing and promulgating Licensing regulations orders and instructions.
- (iv) Ensuring through regular inspection, compliance of national regulations with ICAO Annex 1 provision.
- (v) Ensure that Promulgated Licensing regulations orders are available to users
- (vi) Ensuring through periodic training as required that Flight Crew examiners have maintained their effectiveness.

6.10.3 QUALIFICATION/METHOD OF ENTRY

- (i) B.sc or equivalent in an Aviation related field with at least a CPL or any Aviation License relevant to the post, plus at least **18yrs** post qualification experience
- (ii) Experience Airline Pilot, Flight Engineer, Airworthiness Engineer, Air Traffic Controller, and Flight Dispatcher/Flight Operations Officer.
- (iii) Promotion of suitably qualified Assistant General Manager

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 33 of 62



6.10.4 TRAINING PROGRAMME

- (i) Advanced Management courses
- (ii) Refresher courses
- (iii) Seminars, Conferences and Workshops
- (iv) Type Rating on at least two types of aircraft.
- (v) Any relevant Professional Training.

6.10.5 ADVANCEMENT

6.10.5.1 Advancement from this cadre will be in line with the Scheme of Service approved by the Authority

6.11 GENERAL MANAGERS

6.11.1 SALARY: GL 17

6.11.2 DUTIES

- (i) Head of Departments (Licensing-Flight crew & Non-Flight crew; Documentations & Examinations; Inspectorate.
- (ii) Assessing applications for validation of foreign licenses/Ratings
- (iii) Formulating, initiating and implementation of policies in respect of functions of the Division.
- (iv) Developing and maintaining an adequate flight test programme for the issuance of ALL Licenses and Ratings.
- (v) Directing, Maintaining and Developing as required, a system for the examination of Applicants for the various categories of Licenses and ratings provided for in the specific personnel Licensing Regulations.
- (vi) Approving and Supervising flight Training and Programmes at approved Flight Training Outfits.
- (vii) Co-ordinating personnel Licensing activities with other sections of the Civil Aviation Authority.
- (viii) Conducting the required investigations preliminary to the awarding of an Approved Training Organisation (ATO) Certificate.
- (ix) Co-ordinating continuing Surveillance and Inspection of approved training organisations
- (x) Co-ordinating certifications of ATO
- (xi) Making recommendations on appropriate enforcement actions;
- (xii) Development and recommendation of regulatory changes to civil aviation legislations as appropriate;
- (xiii) Oversight of persons (ATO) designated on behalf of the Authority
- (xiv) Laise with other General Managers within the Directorates and the Authority.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 34 of 62



6.11.3 QUALIFICATION/METHOD OF ENTRY

- (i) B.Sc. or equivalent in an Aviation related field with at least a CPL or any Aviation Licence relevant to the post, plus at least **21yrs** post qualification experience
- (ii) Experience Airline Pilot, Flight Engineer, Airworthiness Engineer, Air Traffic Controller, and Flight Dispatcher/Flight Operations Officer.
- (iii) Promotion of suitably qualified Deputy General Manger

6.11.4 ADDITIONAL REQUIREMENT

- (i) Advanced Management course
- (ii) Type rating on at least two types of aircraft
- (iii) Safety Seminars, Conferences etc.
- (iv) Refresher Courses
- (v) Any relevant Professional Training.

6.11.5 ADVANCEMENT

6.11.5.1 Advancement beyond this cadre will depend on satisfactory job performance and in line with the Scheme of Service approved by the Authority

6.12 MANPOWER, RESOURCES AND RECRUITMENT (AEROMEDICAL)

The Aeromedical Standards Department recruitment and utilization of human resources will be the primary responsibility of the NCAA management, while it is the department's responsibility to provide the technical expertise in this regard.

6.12.1 APPOINTMENTS

Appointments will be based on suitability of candidates for particular positions. However, the Authority will at all times strive towards archiving affirmative action and equal opportunity targets as determined by the management at all time.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 35 of 62



6.12.1.2 Staff may be appointed when positions/post are available and in the following categories by the Authority:

- (1) Permanent Staff
- (2) Contract Staff
- (3) Part-time Staff
- (4) Temporary Staff

All staff shall be trained and retrained to enable them acquire requisite/appropriate qualifications.

6.12.2 DUTIES OF GENERAL MANAGER AEROMEDICAL STANDARDS DEPARTMENT

- (i) The appointment, supervision and control of Authorised Aviation Medical Examiners (AAMEs)
- (ii) Ensuring implementation of policy guidelines for all flight personnel who are license holders in line with ICAO SARPS.
- (iii) The periodic updating of Aeromedical regulatory standards for Nigeria in Line with ICAO SARPS.
- (v) Appointment on an ad-hoc basis of competent consultants in Relevant medical specialties for the review of contentious aircrew medical issues.
- (vi) The day to day running of the department to ensure harmonization and implementation of the policies of the Authority.
- (VI) Involved in management decision making of the Authority.
- (VII) Overseeing the continuous and proper electronic collation of aircrew medical reports.
- (VIII) Ad hoc assignments as delegated by the Director General.
- (IX) Staff Occupational health medical care policy and review.
- (x) Developing an Aeromedical regulatory standard for air ambulance operations in Nigeria.
- (XI) Organization of periodic sensitization seminars on relevant issues in Aviation medicine for AAMEs, AAME staff, aircrew and airline operators.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 36 of 62



6.12.3 DUTIES OF ASSISTANT GENERAL MANAGER AEROMEDICAL STANDARDS DEPARTMENT

- (i) Participate in the appointment, supervision and control of Authorised Aviation.
- (ii) Evaluation and assessment of aircrew and ATCO's medical reports submitted by AAMEs
- (iii) Quarterly inspection of AAMEs facilities in Nigeria.
- (iv) Periodic review and oversight of ab – initio cabin crew training and recurrent training.
- (v) The periodic updating of aeromedical regulatory standards for Nigeria in line with ICAO SARPS.
- (vi) The periodic inspection of medical facilities at all airports in the country including medical emergency preparedness.
- (vii) Periodic on-board inspection of aircraft first aid and medical kits.
- (viii) Carrying out periodic on the spot assessment of aircrew for alcohol and or psychoactive substance abuse.

6.12.4 DUTIES OF CHIEF MEDICAL ASSESSOR

- (i) Participate in the appointment, supervision and control of Authorised Aviation Medical Examiners
- (ii) Evaluation and assessment of aircrew and ATCO's medical reports submitted by AAMEs
- (iii) Participation in the quarterly inspection of AAMEs facilities in Nigeria.
- (iv) The periodic updating of aeromedical regulatory standards for Nigeria in line with ICAO SARPS.
- (v) The periodic inspection of medical facilities at all airports in the country including medical emergency preparedness.
- (vi) Carrying out periodic on the spot assessment of aircrew for alcohol and or psychoactive substance abuse.
- (vii) Staff Occupational health medical care-policy, review and implementation.
- (vi) Medical examination of Aviation Security Staff

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 37 of 62



6.12.5 DUTIES OF ASSISTANT CHIEF MEDICAL ASSESSOR

- (I) Participate in the appointment, supervision and control of Authorised Aviation Medical Examiners
- (ii) Evaluation and assessment of aircrew and ATCO's medical reports submitted by AAMEs
- (iii) Participation in the quarterly inspection of AAMEs facilities in Nigeria.
- (IV) The periodic updating of aeromedical regulatory standards for Nigeria in line with ICAO SARPS.
- (v) The periodic Inspection of medical facilities at all airports in the country including medical emergency preparedness.
- (vi) Carrying out periodic on the spot assessment of aircrew for alcohol and or psychoactive substance abuse.
- (vii) Medical examination of Aviation Security Staff

6.12.6 DUTIES OF PRINCIPAL MEDICAL ASSESSOR

- (I) Participate in the appointment, supervision and control of Authorised Aviation
- (ii) Evaluation and assessment of aircrew and ATCO's medical reports submitted by AAMEs
- (iii) Participation in the quarterly inspection of AAMEs facilities in Nigeria.
- (IV) The periodic Inspection of medical facilities at all airports in the country including medical emergency preparedness.
- (v) Carrying out periodic on the spot assessment of aircrew for alcohol and or psychoactive substance abuse.
- (vi) Medical examination of Aviation Security Staff

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 38 of 62



6.12.7 AEROMEDICAL DATABANK

Reviewed medical assessment forms are inputted on the Aeromedical application portal by the data bank staff. The medical assessment forms are filed into their individual files which are domiciled in the databank/server room and the office of the General Manager, Aeromedical standards for file 66. Therefore, those who may handle the medical reports of Aircrew/ATCO are:

6.12.8 Medical Assessors

6.12.9 Databank staff

6.12.10 Documentation officers

6.12.11 DUTIES OF ASSISTANT CHIEF PROGRAMME ANALYST (DATABANK)

- (I) In charge of all electronic filing systems
- (II) Inputting of all aircrew information into the system
- (III) Supervises the data miners and the documentation officers

6.12.12 DUTIES OF DATAMINERS (DATABANK)

- (I) In charge of all electronic filing systems
- (II) Input all aircrew information into the system
- (III) Data integrity checking
- (IV) Quality check of medical certificates being dispatched

6.12.13 DUTIES OF DOCUMENTATION OFFICERS

- (i) Receives medical assessment from AAMEs and document
- (ii) In charge of record keeping of aircrew files (hard copies)
- (iii) File copies of the aircrew certificates in their appropriate aircrew files

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 39 of 62



CHAPTER 7

AVIATION SAFETY INSPECTORS: QUALIFICATIONS, TRAINING AND DUTIES

7.0 PURPOSE

7.0.1 This chapter is issued to provide information and guidance to the Authority on qualifications and training requirements for Personnel Licensing Inspectors in order to enable them carry out their duties effectively and efficiently.

7.1 REFERENCES

- 7.1.1** Civil Aviation Act 2006
- 7.1.2** Part 2 of the Nigerian Civil Aviation Regulations

7.2 BACKGROUND

7.2.1 The Directorate of Licensing is responsible for performing the Nigerian Civil Aviation Authority (Authority) obligations of regulating and prohibiting persons from engaging in, or being employed in or in connection with, air navigation in such capacities as may be prescribed requirements, and for the licensing of persons employed at aerodromes in the inspection, testing or supervision of aircraft.

7.2.2 The Directorate is also responsible for setting standards for and the Certification/approval of approved training organisations and other air transport training institutions

7.3 FUNCTIONS AND STAFFING OF LICENSING INSPECTORATE DEPT

- 7.3.1** Conducting the required investigations preliminary to the awarding of an Approved Training Organisation (ATO) Certificate.
- 7.3.2** Exercising continuing surveillance and inspection of approved training organisations for the purpose of:
- 7.3.3** Issuance and renewal of the ATO Certificate and the associated training specifications;
- 7.3.4** Identifying and informing the ATO of any deficiencies requiring rectification;
- 7.3.5** Making recommendations on appropriate enforcement actions;
- 7.3.6** Preparing, administering and Evaluating theoretical written examinations and practical/oral tests for the initial issue of flight crewmembers licences or licences for personnel other than flight crewmembers where applicable;
- 7.3.7** Development of technical guidance materials for licensing practices and procedures and;
- 7.3.8** Development and recommendation of regulatory changes to civil aviation legislations as appropriate;
- 7.3.9** Oversight of designated persons (ATO) to conduct Skill Test on behalf of the Authority.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 40 of 62



7.4 STAFFING REQUIREMENTS

- 7.4.1 Staffing of the Licensing Inspectorate Section with a sufficient number of suitable Inspectors, experienced, qualified and capable of accomplishing the wide range of activities required as specified in paragraph 7.3.1 to 7.3.9 above.
- 7.4.2 Inspectors must not only have the knowledge, experience and qualifications to carry out their duties in a professionally sound manner, but also possess the personality to win the respect and confidence of the Licence and certificate holders. This would require a reasonable level of tact, understanding, firmness, impartiality, integrity and an exemplary personal conduct both within and without the office environment.
- 7.4.3 The number of Inspectors required will be determined by the level of activities in and consequential to the growth of the aviation industry in Nigeria.

7.5 QUALIFICATIONS OF AVIATION SAFETY INSPECTORS (LICENSING)

7.5.1 AVIATION SAFETY INSPECTOR LICENSING

Aviation Safety Inspector Licensing comprises of Air Traffic Controllers, Pilots, Flight Dispatchers, Aircraft Maintenance Engineers, Aeronautical Telecommunication Engineers, and Aeronautical Station Operators within the directorate. Duly designated Examiners also come under this grouping.

7.5.2 DESIGNATED EXAMINERS

When the need arises or upon request, examiners will be designated in accordance with the provisions of the regulations to help meet the certification work load that exceeds the capacity of the inspectorate work-force. All examiners performing certification of Aviation Personnel shall be designated and their activities administered in accordance with this manual.

7.5.3 ACADEMIC AND PROFESSIONAL QUALIFICATIONS

7.5.4 AVIATION SAFETY INSPECTOR (FLIGHT CREW)

- 7.5.4.1 A minimum of secondary education certificate. Applicants with higher education such as a University degree will be preferred.
- 7.5.4.2 Holds or have held a professional licence – CPL or F/Engineer Licence
- 7.5.4.3 A broad air transport background of five years or more.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 41 of 62



7.5.4.4 In view of the above mentioned, a Licence Examiner with appropriate Licence and Ratings that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (Flight Crew) See Appendix C & D

7.5.3 AVIATION SAFETY INSPECTOR (ATC)

7.5.3.1 In the case of ASI (ATC) the minimum educational qualification is the B.sc degree in any of the physical sciences or geography.

7.5.3.2 Holds or have held a professional licence with appropriate ATC ratings and minimum of 15 years of post licence/rating experience.

7.5.3.3 In view of the above mentioned, a Licence Examiner with appropriate Licence and a broad air transport background of five years or more with ratings, that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (ATC) See Appendix C & D.

7.5.4 AVIATION SAFETY INSPECTOR (FLIGHT DISPATCHER)

7.5.4.1 Holds or have held a flight Dispatcher Licence and possess a broad air transport background of a minimum of 5 years experience in operations of air transport (Military or Civil)

7.5.4.2 Must possess experience in technical training programme development including visual aids, design of procedures, instructional techniques, training devices, aircraft mock-ups and supervision.

7.5.4.3 Previous appointments either in operational management as an airline pilot or training instructor, or as a Military Pilot where experience in air transport operations would have been acquired will be an advantage.

7.5.4.4 In view of the above mentioned, a Licence Examiner with appropriate Licence and Ratings that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (Flight Dispatch) See Appendix C & D.

7.5.4.5 OTHER ATTRIBUTES

An Inspector should possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature and possess the ability to get along well with people.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 42 of 62



7.5.5 AVIATION SAFETY INSPECTOR (AME)

7.5.5.1 ACADEMIC AND PROFESSIONAL QUALIFICATIONS

7.5.5.2 A minimum of secondary education certificate. A higher education such as Polytechnic/University (Diploma/Degree) is an added advantage and;

a) Hold or have held a professional licence – Aircraft Maintenance Engineers Licence with ratings in Airframe, Powerplant or Avionics and;

b) Have minimum of Ten (10) year professional experience with Type Rating on Large Transport Aircraft.

(i) Have progressed through positions of increased technical and supervisory responsibility in the aviation industry covering civil and/or military aviation as appropriate.

(ii) At least 15 years of post Licence/rating experience.

7.5.5.3 In view of the above mentioned, a Licence Examiner with appropriate Licence and Ratings that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (AME) See Appendix C & D.

7.5.5.4 OTHER ATTRIBUTES

(i) An Inspector should possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature and possess the ability to get along well with people.

(ii) Should be computer literate.

7.5.6 AVIATION SAFETY INSPECTOR (ASOL)

7.5.6.1 In the case of ASI (ASOL) the minimum educational qualification is the B.sc degree in any of the physical sciences or geography.

7.5.6.2 Holds or have held an Aeronautical Station Operator Licence with at least 15 years of post licence experience.

7.5.6.3 In view of the above mentioned, a Licence Examiner with appropriate Licence and Ratings that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (ASOL) See Appendix C & D.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 43 of 62



7.5.7 AVIATION SAFETY INSPECTOR (ATSEP)

7.5.7.1 ACADEMIC AND PROFESSIONAL QUALIFICATIONS

7.5.7.2 In the case of ASI (ATSEP) the minimum educational qualification is the B.sc degree

7.5.7.3 Holds or have held a professional licence with appropriate ratings and minimum of 15 years of post licence/rating experience in any of the engineering fields.

7.5.7.4 In view of the above mentioned, a Licence Examiner with appropriate Licence and Ratings that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (ATSEP) See Appendix C & D.

7.5.8 AVIATION SAFETY INSPECTOR (CABIN CREW)

7.5.8.1 ACADEMIC AND PROFESSIONAL QUALIFICATIONS

7.5.8.2 In the case of ASI (Cabin Crew) the minimum educational qualification is the HND or B.sc degree in any discipline.

7.5.8.3 Holds or have held a professional Cabin Crew licence with appropriate type ratings with at least 10 years of commercial air transport experience.

7.5.8.4 In view of the above mentioned, a Licence Examiner with appropriate Licence and Ratings that has undergone stipulated trainings and OJT in the Directorate in accordance with the ITS programme; shall be qualified as Aviation Safety Inspector (Cabin Crew) See Appendix C & D

7.6 OTHER ATTRIBUTES (ALL INSPECTORS)

7.6.1 The Inspectors should possess a high degree of integrity, be impartial in carrying out their tasks, be tactful, have a good understanding of human nature and possess the ability to get along well with people.

7.6.2 Should be computer literate.

7.7 TRAINING OF AVIATION SAFETY INSPECTORS (LICENSING)

7.7.1 The ASI Licensing should be provided with basic training before assigning him/her for inspectors' job functions. In all cases, they must have successfully completed a NCAA approved Basic Course for Licensing Inspectors.

7.7.2 For a newly recruited Inspector with the requisite qualification and who meets the requirements specified in 7.5 above, he/she shall undergo the indoctrination phase of the Basic training to qualify him/her as an Inspector:

7.7.3 Nigeria Civil Aviation Regulations;

7.7.4 Technical Guidance Materials;

7.7.5 The Authority's organisation and management structures and administrative processes, Financial Instructions, Governmental and customer relations, etc

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 44 of 62



- 7.7.6 Government Aviation Safety Inspector - Licensing and;
- 7.7.8 OJT in specific duties under a qualified Inspector;
- 7.7.9 Other trainings of the ASI shall follow the ITS programme.
- 7.7.10 The Licensing Inspector Training Profile, Licensing course Descriptions, OJT progress chart and . Scope of Authorizations in line with the provisions of the ITS are contained in Appendices A,B,C and D respectively.

7.8 DUTIES OF AVIATION SAFETY INSPECTORS (LICENSING)

7.8.1 Aviation Safety Inspector (Flight Crew)

- 7.8.1.1 Promulgation of requirements and standards for the issue/renewal of Flight crew Licences.
- 7.8.1.2 Promulgation of tests/examination standards for Flight crew Licences/ratings.
- 7.8.1.3 Development of the requirements for the control and supervision of Designated Pilot Examiners.
- 7.8.1.4 Supervision of skill test standards (STS) for the issue of Flight crew Licences/ratings.
- 7.8.1.5 Assessment of applications for processing of Flight crew Licences/ratings.
- 7.8.1.6 Assessment of training syllabus for Flight crew Licences/ratings.
- 7.8.1.7 Oversight of Persons (ATO) designated to conduct Flight check on behalf of the Authority.

7.8.2 Aviation Safety Inspector (ATC)

- 7.8.2.1 Promulgation of requirements and standards for the issue/renewal of ATC Licences/ratings.
- 7.8.2.2 Promulgation of tests/examination standards for ATC Licences / ratings.
- 7.8.2.3 Development of the requirements for the control and supervision of Designated ATC Examiners,
- 7.8.2.4 Supervision of skill test standards (STS) for the issue of ATC Licences/ratings
- 7.8.2.5 Assessment of applications for processing of ATC Licences/ratings.
- 7.8.2.6 Assessment of training syllabus for Air Traffic Controller Licences/ratings.
- 7.8.2.7 Maintain Air Traffic Controller Licencing standards.

7.8.3 Aviation Safety Inspector (AME)

- 7.8.3.1 Formulate policies/requirements for issue/renewal of AME Licences
- 7.8.3.2 Formulate policies/requirements for validation of AME Licences

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 45 of 62



- 7.8.3.3 Maintain and develop as required an organisation for the examination (knowledge and skill testing) of applicants for the various ratings of AME licences as provided for in the Regulations
- 7.8.3.4 Direct the preparation and review of detailed requirements for examination for various Ratings of AME licences
- 7.8.3.5 Establish and maintain a system for ensuring that knowledge and skill examining techniques are effective and compatible with current aviation practices.
- 7.8.3.6 Establish and maintain an efficient clerical system for the preparation and grant licences, Inspection authorisation and designated examiners.
- 7.8.3.7 In respect of approved training organisations and approved courses, establish and maintain requirements for approval as provided for in the regulations.
- 7.8.3.8 Direct the evaluation of applications for approval for ATOs.
- 7.8.3.9 Direct the staff of examiners in assessing the extent of examination to be undertaken by applicants for validation of foreign maintenance licences/approvals.
- 7.8.3.10 Maintain close liaison with the Director of Airworthiness on examinations, trainings etc.
- 7.8.3.11 Evaluate and establish a framework for the conversion of all foreign to Nigerian AMEL.

7.8.4 Aviation Safety Inspector (F/Dispatcher)

- 7.8.4.1 Promulgation of requirements and standards for the issue/renewal of Flight Dispatcher Licences.
- 7.8.4.2 Promulgation of tests/examination standards for Flight Dispatcher Licences/Ratings.
- 7.8.4.3 Development of the requirements for the control and supervision of Designated Flight Dispatcher Examiners,
- 7.8.4.4 Supervision of skill test standards (STS) for the issue of Flight Dispatcher Licences
- 7.8.4.5 Assessment of applications for processing of Flight Dispatcher Licences
- 7.8.4.6 Assessment of training syllabus for Flight Dispatcher Licences

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 46 of 62



7.8.5 Aviation Safety Inspector (ASOL)

- 7.8.5.1 Promulgation of requirements and standards for the issue/renewal of A ASO licences.
- 7.8.5.2 Promulgation of tests/examination standards for ASO licences.
- 7.8.5.3 Assessment of applications for processing of ASO licences/ratings.
- 7.8.5.4 Assessment of training syllabus for ASO licences/ratings.
- 7.8.5.5 Maintain ASO licencing standards

7.8.6 Aviation Safety Inspector (Cabin Crew)

- 7.8.6.1 Liaise with the Cabin Safety Inspectors on all Training issues.
- 7.8.6.2 Prepare proper documentation for all trainings.
- 7.8.6.3 Review of Cabin training manuals and examination curricula.
- 7.8.6.4 Amendment/Review of Cabin crew training inspection forms
- 7.8.6.5 In respect of approved training organisations and approved courses, establish and maintain requirements for approval as provided for in the regulations.
- 7.8.6.6 Review/Update of requirements for cabin crew licences and ratings.
- 7.8.6.7 Standardisation of procedures/processes for Cabin crew licences.

7.8.7 Aviation Safety Inspector (ATSEP)

- 7.8.7.1 Promulgation of requirements and standards for the issue/renewal of ATSEP licences.
- 7.8.7.2 Promulgation of tests/examination standards for ATSEP licences.
- 7.8.7.3 Assessment of applications for processing of ATSEP licences/ratings.
- 7.8.7.4 Assessment of training syllabus for ATSEP licences/ratings.
- 7.8.7.5 Maintain ATSEP Licencing standards.

personnel Policy & Procedure Manual	Approved by: DG NCAA	Number of Pages: 62
Effective Date: 26 Oct. 2017	Issue: 2	Page 47 of 62

APPENDIX A-LICENSING INSPECTOR TRAINING PROFILE

Licensing Inspector Training Profile

OJT TASKS NUMBER GUIDE (ORDER NUMBER)

1.0 Indoctrination 1.000

Formal Course Name: New Employee Orientation

Formal Course Number: 1001

Job Function	Duty	PEL Task #	Task Description
Indoctrination	Admin	1.001	Employee benefits
Indoctrination	Admin	1.002	Time and Attendance
Indoctrination	Admin	1.003	Employee Training and Development
Indoctrination	Admin	1.004	Office Communications
Indoctrination	Admin	1.005	Computer Systems
Indoctrination	Admin	1.006	Managing Resources
Indoctrination	Admin	1.007	Employee Ethics
Indoctrination	Admin	1.008	Labor Unions
Indoctrination	Admin	1.009	Conduct and Discipline
Indoctrination	Admin	1.010	Travel
Indoctrination	Admin	1.011	Security
Indoctrination	Admin	1.012	PEL policy and procedures

2.2 Certification 2.000

Formal Course Name: Approved Training Organization Certification-Licensing

Formal Course Number: 2200

Certification	Trn'g Organization	2.001	Cert Phase I: Pre-application Phase
Certification	Trn'g Organization	2.002	Cert Phase II: Formal Application Phase
Certification	Trn'g Organization	2.003	Cert Phase III: Document Compliance Phase
Certification	Trn'g Organization	2.004	Cert Phase IV: Demonstration and Inspection Phase
Certification	Trn'g Organization	2.005	Cert Phase V: Certification Phase
Certification	Trn'g Organization	2.006	Evaluate a Training Manual
Certification	Trn'g Organization	2.007	Evaluate Procedures Manual
Certification	Trn'g Organization	2.008	Evaluate a Quality Manual
Certification	Trn'g Organization	2.009	Evaluate a Safety Management Manual
Certification	Trn'g Organization	2.010	Evaluate an Accountable Manager Qualifications
Certification	Trn'g Organization	2.011	Evaluate a Quality Manager Qualifications
Certification	Trn'g Organization	2.012	Evaluate a Head of Training Qualifications
Certification	Trn'g Organization	2.013	Evaluate a Chief Ground Inspector Qualifications
Certification	Trn'g Organization	2.014	Evaluate a Chief Flight Instructor Qualifications
Certification	Trn'g Organization	2.015	Evaluate a Safety Manager Qualifications
Certification	Trn'g Organization	2.016	Evaluate a Maintenance Engineer Qualifications
Certification	Trn'g Organization	2.017	Evaluate a Ground and Flight Instructor Qualifications
Certification	Trn'g Organization	2.018	Evaluate Other Management personnel Qualifications
Certification	Trn'g Organization	2.019	Evaluate Training Facility/Equipment/FSTD
Certification	Trn'g Organization	2.020	Evaluate Aviation English Language proficiency Center
Certification	Trn'g Organization	2.021	Evaluate Training Programme for Approval
Certification	Trn'g Organization	2.022	Evaluate Variation/Amendment of Training Specification
Certification	Trn'g Organization	2.023	Evaluate a statement of Compliance Manual

Certification	Trn'g Organization	2.024	Evaluate Flight Synthetic Training Device for Approval
---------------	--------------------	-------	--

3.0 Surveillance **3.000**

Formal Course Name: Surveillance - Licensing
Formal Course Number: 3002

Job Function	Duty	PEL Task #	Task Description
Surveillance	Trn'g Organization	3.001	Plan a Surveillance Work Program
Surveillance	Trn'g Organization	3.002	Conduct Training in progress Inspection
Surveillance	Trn'g Organization	3.003	Conduct Main Facility Inspection
Surveillance	Trn'g Organization	3.004	Conduct Satellite Facility Inspection
Surveillance	Trn'g Organization	3.005	Conduct Inspection on Personnel Training Records
Surveillance	Trn'g Organization	3.006	Conduct Inspection on Personnel, Flight Synthetic Trn'g Device
Surveillance	Trn'g Organization	3.007	Conduct Inspection on ATO Quality system

3.2 Surveillance **3.200**

Formal Course Name: Surveillance-Licensing
Formal Course Number: 3.004

Job Function	Duty	PEL Task #	Task Description
Surveillance	License Personnel	3.401	Inspect light crew license for Validity and Ratings
Surveillance	License Personnel	3.402	Inspect a Cabin Crew license for Validity and Ratings
Surveillance	License Personnel	3.403	Inspect an Aircraft Mtce Engineers license for Validity and Ratings
Surveillance	License Personnel	3.404	Inspect a Flight Dispatchers License for validity and Ratings
Surveillance	License Personnel	3.405	Inspect An Air Traffic Controller's License for Validity and Ratings
Surveillance	License Personnel	3.406	Inspect an ASOL License Validity and Ratings
Surveillance	License Personnel	3.407	Inspect an ATSEP License Validity and Ratings
		3.408	Inspect a Flight Engineers License Validity and Ratings

4.0 Personnel Licensing **4.000**

Formal Course Name: ICAO Endorsed Government Safety Inspector (PEL) Course - Licensing
Formal Course Number: 4002

Job Function	Duty	PEL Task #	Task Description
Per. Licensing	Procedure	4.001	Vetting of Application
Per. Licensing	Procedure	4.002	Evaluation of Application
Per. Licensing	Procedure	4.003	License Processing
Per. Licensing	Procedure	4.004	Verification of Foreign Safety certificate
Per. Licensing	Procedure	4.005	License a Student Pilot
Per. Licensing	Procedure	4.006	License a Private Pilot
Per. Licensing	Procedure	4.007	License a Commercial Pilot
Per. Licensing	Procedurem.	4.008	License an Air Transport Pilot
Per. Licensing	Procedure	4.009	License a Flight Engineer
Per. Licensing	Procedure	4.010	License a Flight Dispatcher
Per. Licensing	Procedure	4.011	License an Aircraft Maintenance Engineer
Per. Licensing	Procedure	4.012	License an Air Traffic Controller
Per. Licensing	Procedure	4.013	License a Cabin Crew
Per. Licensing	Procedure	4.014	License an Air Traffic Safety Electronics Personnel
Per. Licensing	Procedure	4.015	License an Aeronautical Station Operator
Per. Licensing	Procedure	4.016	Endorse a Flight Instructor Rating
Per. Licensing	Procedure	4.017	Renew a Flight Instructor Rating

Per. Licensing	Procedure	4.018	Endorse a Ground Instructor Rating
Per. Licensing	Procedure	4.019	Renew a Flight Crew License
Per. Licensing	Procedure	4.020	Renew non- Flight Crew License
Per. Licensing	Procedure	4.021	Re-issuance of Flight Crew/Non-Flight Crew License
Per. Licensing	Procedure	4.022	Replacement of Flight Crew/Non Flight Crew License
Per. Licensing	Procedure	4.023	Issue a License based on Military Experience
Per. Licensing	Procedure	4.024	Issue a validation certificate Based on a Foreign License
Per. Licensing	Procedure	4.025	Issue a License Based on Foreign Issued License

4.2 Personnel Licensing

Formal Course Name: GSI PEL Course/Designated Examiner Procedures - Licensing

Formal Course Number: 4102

Job Function	Duty	PEL Task #	Task Description
Per. Licensing	Examiners	4.201	Designate or Renew a Pilot Examiner
Per. Licensing	Examiners	4.202	Designate or Renew a Flight Engineer Examiner
Per. Licensing	Examiners	4.203	Designate or Renew an Flight Dispatcher Examiner
Per. Licensing	Examiners	4.204	Designate/Renew an AME Examiner
Per. Licensing	Examiners	4.205	Inspect a Designated Pilot Examiner
Per. Licensing	Examiners	4.206	Inspect a Pilot Examiner Training Course
Per. Licensing	Examiners	4.207	Inspect a Flight Engineer Examiner
Per. Licensing	Examiners	4.208	Inspect a Flight Dispatcher Examiner
Per. Licensing	Examiners	4.209	Inspect an AME Examiner
Per. Licensing	Examiners	4.210	Inspect a Training Center Designated Examiner

4.4 Personnel Licensing

4.004

Formal Course Name: Curriculum Development & Knowledge Testing - Licensing

Formal Course Number: 4004

Per. Licensing	Knowledge Testing	4.001	Vetting of Application
Per. Licensing	Knowledge Testing	4.002	Evaluation of Application
Per. Licensing	Knowledge Testing	4.003	Conduct Knowledge Test for PPL
Per. Licensing	Knowledge Testing	4.004	Conduct Knowledge Test for CPL
Per. Licensing	Knowledge Testing	4.005	Conduct Knowledge Test for FDL
Per. Licensing	Knowledge Testing	4.006	Conduct Knowledge Test for AMEL
Per. Licensing	Knowledge Testing	4.007	Conduct Knowledge Test for ATCL
Per. Licensing	Knowledge Testing	4.008	Conduct Knowledge Test for CCL
Per. Licensing	Knowledge Testing	4.009	Conduct Knowledge Test for ASOL
Per. Licensing	Knowledge Testing	4.010	Conduct Knowledge Test for ATSEPL
Per. Licensing	Knowledge Testing	4.011	Develop Knowledge Test Questions
Per. Licensing	Knowledge Testing	4.012	Review Knowledge Test Questions

4.6 Personnel Licensing

4.006

Formal Course Name: Instructor/Examiner Course

Formal Course Number: 4006

Per. Licensing	Skill Test	4.001	Observe a Designee Conduct Skill Test for PPL
Per. Licensing	Skill Test	4.002	Observe a Designee Conduct Skill Test for CPL
Per. Licensing	Skill Test	4.003	Observe a Designee Conduct Skill Test for AMEL
Per. Licensing	Skill Test	4.004	Observe a Designee Conduct Skill Test for ATCL
Per. Licensing	Skill Test	4.005	Observe a Designee Conduct Skill Test for FDL

Per. Licensing	Skill Test	4.006	Observe the Conduct of practical Drills for CCL
----------------	-------------------	-------	---

5.2 Investigations

5.200

Formal Course Name: Compliance & Enforcement (or Resolution of Safety Concerns)
Formal Course Number: 5002

Job Function	Duty	PEL Task #	Task Description
Investigations	Enforcement	5.201	Conduct an Enforcement Investigation
Investigations	Enforcement	5.202	Investigate Non-Compliance in Accordance with Self-Disclosure
Investigations	Enforcement	5.203	Provide Technical Assistance to Legal Counsel
Investigations	Enforcement	5.204	Investigate a Complaint
Investigations	Enforcement	5.206	Withdrawal, Suspension, Revocation, Denial, or Amendment of License/Ratings
Investigations	Enforcement	5.208	Investigate a Hazardous Air Traffic Report (HATR)
Investigations	Enforcement	5.209	Investigate a Pilot Deviation
Investigations	Enforcement	5.210	Investigate a Gross Navigation Error
Investigations	Enforcement	5.212	Investigate a Report of Emergency Evacuation
Investigations	Enforcement	5.213	Investigate an Incident Involving Hazardous Materials
Investigations	Enforcement	5.214	Process a Surrender of a License/Certificate

5.3 Investigations

5.300

Formal Course Name: Aircraft Accident Investigation
Formal Course Number: 5300

Investigations	Accident	5.301	Investigate an Aircraft Accident
Investigations	Accident	5.302	Investigate an Aircraft Incident
Investigations	Accident	5.303	Investigate an Aircraft Occurrence
Investigations	Accident	5.304	Investigate a Foreign Air Carrier Incident

Section 4.4 Knowledge Testing

ITS Course Number	ITS COURSE #4001/4004
ITS Course Title	Curriculum Devept & Knowledge Testing
Training Profile	Licensing
Training Category	Personnel Licensing 4.4
Sequence	Initial
Course Length	80 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with curriculum development and examination techniques.
Course Description	This course is designed for Flight Standards Department - licensing personnel. It presents information on the development of better test items which can be easily read and understood; the items will also test applicant accomplishment of the required skills and knowledge.
Course Content	<p>This course provides basic training on the curriculum development and examination techniques which typically includes the following job performance subjects:</p> <ul style="list-style-type: none"> • Functions Test Can Perform. • Characteristics of Good Test • Test Organisation Concepts • Tests Directions and Administration • Tests Specification and Planning • General Suggestions and Considerations in item writing • Selecting the Item Type • Designing of individual Item • Tests Periodic Analysis • Whole-Test Analysis
Prerequisites	ICAO Endorsed Government Aviation Safety Inspector, Operations/ATO – Approved Training Organization Certification
Revision Date	JULY 1, 2016.
Course Manager	Phone:
Associated training Courses	Instructor Course

Section 2.2 Approved Training Organisation Certification

ITS Course Number	2002
ITS Course Title	ICAO Endorsed Government Aviation Safety Inspector, Operations – Approved Training Organization Certification
Training Profile	Licensing
Training Category	Certification 2.2
Sequence	Initial
Course Length	120 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with the subject of Approved Training Organization Certification.
Course Description	<p>This course is designed for newly hired Flight Standards Department Personnel Licensing. It presents orientation information concerning the NCAA and Flight Standards Department. Course subjects include the five phases of Approved Training Organization certification.</p> <p>Participants will typically follow an “applicant” seeking certification throughout each phase of the certification process. Exercises will be conducted to assure NCAA understanding of applicant’s submission requirements and demonstrations in compliance with the regulations and advisory material.</p>
Course Content	<p>At the conclusion of the course, and with appropriate guidance material, participants will be able to:</p> <p>Describe the State responsibilities and ICAO requirements associated with the five phases of Approved Training Organization certification.</p> <ul style="list-style-type: none"> ○ Pre-Application Phase I ○ Formal Application Phase II ○ Document Compliance Phase III ○ Demonstration and Inspection Phase IV ○ Certification Phase V <ul style="list-style-type: none"> • Apply the Flight Standards processes and procedures used in the certification of Approved Training Organization such as:

	<ul style="list-style-type: none"> ○ Conduct a pre- application meeting ○ Conduct formal application meeting ○ Review formal application package ○ Evaluate a Training Manual ○ Evaluate Procedures Manual ○ Evaluate a Quality Manual ○ Evaluate a Safety Management Manual ○ Evaluate An Accountable Manager Qualifications ○ Evaluate A Quality Manager Qualifications ○ Evaluate A Head of Training Qualifications ○ Evaluate A Chief Ground Instructor Qualifications ○ Evaluate A Chief Flight Instructor Qualifications ○ Evaluate A Safety Manager Qualifications ○ Evaluate A Maintenance Engineer Qualifications ○ Evaluate Ground and Flight Instructors Qualifications ○ Evaluate Other Management Personnel Qualifications ○ Inspect Training Facility/Equipment/FSTD ○ Evaluate Aviation English Language Proficiency Center ○ Evaluate Training Program for Approval ○ Evaluate Variation/Amendment of Trn'g Specifications ○ Evaluate a Statement of Compliance Manual
Prerequisites	ICAO Endorsed Government Aviation Safety Inspector –Personnel Licensing
Revision Date	JULY 1, 2016.
Course Manager	Phone:
Associated training Courses	Government Safety Inspector Course (Operations)

Section 4.0 Personnel Licensing

ITS Course Number	ITS COURSE #4001/4004
ITS Course Title	ICAO Endorsed Government Aviation Safety Inspector –Personnel Licensing
Training Profile	Licensing
Training Category	Personnel Licensing 4.4
Sequence	Initial
Course Length	120 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with personnel licensing.
Course Description	This course is designed for Flight Standards Department - licensing personnel. It provides the knowledge and skill to carry a states Personnel licensing processes in accordance with ICAO Annex 1
Course Content	<p>This course provides basic training on the personnel Licensing system which typically includes the following job performance subjects:</p> <ul style="list-style-type: none"> • Issuing and renewing licences, ratings, approvals/authorisations. • Evaluating foreign licences and certifications • Drafting detailed procedures for licensing • Reviewing recent experience requirements for licence applicants • Preparation and administration of examinations for licences • Certification of ATOs • Designation/surveillance of Persons • Drafting and Enforcement of Licensing laws and regulations
Prerequisites	Compliance and Enforcement/Resolution of Safety Concerns
Revision Date	JULY 1, 2016.
Course Manager	Phone:
Associated training Courses	Instructor Course

Section 5.0 Investigation

ITS Course Number	ITS COURSE #5001
ITS Course Title	Compliance and Enforcement/Resolution of Safety Concern
Training Profile	Investigation
Training Category	Investigation 5.1
Sequence	Initial
Course Length	40 Hours
Course Objective	After completing this course the inspector will be able to begin formal on-the-job training (OJT) for the specific job tasks associated with Resolution of Safety Concerns or Enforcement actions.
Course Description	This course is designed for Flight Standards Department - licensing personnel. It provides the knowledge and skill to carry out Resolution of Safety Concerns or Enforcement actions in relation to Personnel licensing activities
Course Content	This course provides basic training on Enforcement procedures which typically includes the following job performance subjects: <ul style="list-style-type: none"> • Issuing a Letter of Denial/Discontinuation. • Issuing a Letter of Investigation (LOI) • Participate in an investigation as a PEL subject expert/Inspector • Drafting and Enforcement of Licensing laws and regulations
Prerequisites	ICAO Endorsed Government Aviation Safety Inspector –Personnel Licensing
Revision Date	JULY 1, 2016.
Course Manager	Phone:
Associated training Courses	Surveillance of Service Providers Course



NIGERIAN CIVIL AVIATION AUTHORITY
 DIRECTORATE OF LICENSING STANDARDS

Authorisation No.
 NCAA/DOL/ASI/.....

SCOPE OF AUTHORISATION

The basis of issuing this authorization to Inspector/Officer named below is that, he/she has been satisfactorily trained and qualified to carry out the functions within the scope of the authorization matrix. **X** in column 5 indicates the Officer is authorized to carry out the function(s).

Name of Aviation Safety Inspector:.....

Title:

Serial No.	Task Category	Task Category/Title	Task Number	Mark "X" as appropriate	Remarks
A.	LICENCE APPLICATIONS				
	i. Vetting of PEL Applications				
		Flight crew licence applications	4.001		
		Flight dispatcher licence applications	4.001		
		Aircraft maintenance licence applications	4.001		
		Air Traffic Controller licence applications	4.001		
		ASO licence applications	4.001		
		Cabin crew licence applications	4.001		
		ATSEP licence applications	4.001		
	ii PEL Document Evaluation				
		Flight crew licence applications	4.002		
		Flight dispatcher licence applications	4.002		
		Aircraft maintenance licence applications	4.002		
		Air Traffic Controller licence applications	4.002		
		ASO licence applications	4.002		
		Cabin crew licence applications	4.002		
		ATSEP licence applications	4.002		

Serial No.	Task Category	Task Category/Title	Task Number	Mark "X" as appropriate	Remarks
	iii. Licence Issue/Renew/Re-issue/Adding Rating (s)/Authorisations				
		License a student pilot	4.005		
		License a private pilot	4.006		
		License a commercial pilot	4.007		
		License an Airline Transport Pilot	4.008		
		Issue Rating (s) on pilot licence	4.027		
		Issue a validation certificate based on foreign issued pilot licence	4.025		
		Issue a pilot licence based on foreign issued pilot licence	4.026		
		Renew a pilot licence	4.020		
		Re-Issue a pilot licence	4.022		
		Endorse a Flight/Ground Instructor rating	4.016 ; 4.017		
		Issue Flight Dispatcher licence	4.009		
		Renew a Flight Dispatcher licence	4.021		
		Adding Rating (s) on Flight Dispatcher licence	4.027		
		Issue a validation certificate based on foreign issued Flight Dispatcher licence	4.025		
		Issue a Flight Dispatcher licence based on a foreign issued Flight Dispatcher licence	4.026		
		Re-Issue a Flight Dispatcher licence	4.022		
		Issue AME licence	4.012		
		Renew an AME licence	4.021		
		Adding Rating (s) on AME licence	4.027		
		Issue a validation certificate based on foreign issued AME licence	4.025		
		Issue an AME licence based on a foreign issued AME licence	4.027		
		Re-Issue an AME licence	4.022		
		Issue cabin crew licence	4.013		
		Renew cabin crew licence	4.020		
		Adding Rating (s) on cabin crew licence	4.027		
		Re-Issue a cabin crew licence	4.022		
		Issue Air Traffic Controller licence	4.028		
		Renew an ATC licence	4.021		
		Re-Issue an Air Traffic Controller licence	4.022		
		Adding Rating (s) on ATC licence	4.027		
		Issue ATSEP licence	4.014		
		Renew an ATSEP licence	4.021		
		Adding Rating (s) on ATSEP licence	4.027		
		Re-Issue ATSEP licence	4.022		
		Issue an ASO licence	4.015		
		Renew ASO licence	4.021		
		Re-Issue ASO licence	4.022		
		Designated Examiners Authorization	4.0201 ; 4.202; 4.203;4.204;4.205;4.208; 4.209;4.210		

Serial No.	Task Category	Task Category/Title	Task Number	Mark "X" as appropriate	Remarks
		Instructor Rating Endorsement	4.016 ; 4.018		
		English Language Proficiency Endorsement	4.029		
B.	EXAMINATIONS				
	i. Knowledge of Development	AMEL Written Knowledge Questions	4.001		
		AMEL Skill test Questions	4.003		
		ATC Written Knowledge Questions	4.009		
		ATC Practical Questions	4.006		
		Cabin Crew Aircraft Type	4.010		
		Cabin Crew Airlaw	4.010		
		Flight Dispatcher Knowledge Questions	4.007		
		Flight Dispatcher Skill test	4.007		
		ASOL Data Comms Questions	4.011		
		ASOL Radio-Telephony Questions	4.011		
		ASOL Knowledge Questions	4.011		
		ATSEP Written Questions	4.012		
		ATSEP Oral/Practical Questions	4.012		
		TECHNICAL GROUP QUESTIONS FOR PILOT			
		General Paper	4.003		
		Performance "A"	4.006		
		Weight & Balance	4.006		
		Type rating on Aircraft lesser than 5,700kg	4.013		
		Type rating on Aircraft greater than 5,700kg.	4.013		
		NAVIGATIONAL GROUP QUESTIONS FOR PILOT			
		Navigation General.	4.013		
		Radio Aids.	4.013		
		Instrument	4.013		
		Human Performance and Limitation	4.013		
		Air Law 1	4.013		
		Air-Law II	4.013		
		Met Theory	4.013		
		Flight Planning	4.013		
	ii. Conduct of Examination	Written	4.001		
		Oral/Practical	4.001		
	iii. Reviewing of Written and Oral Examination Questions	Flight crew (technical/navigational question)	4.013		
		Flight dispatcher (technical/air-law questions)	4.007		
		Aircraft maintenance engineer (Written/oral/air-law questions)	4.008		
		Cabin crew (aircraft types/air-law questions)	4.010		
		Air Traffic Controller (written/practical questions)	4.009		
		ASOL (Data Comms/Radio Telephony)	4.011		
		ATSEP (Written/Oral/Practical)	4.012		

Serial No.	Task Category	Task Category/Title	Task Number	Mark "X" as appropriate	Remarks
C.	ATO CERTIFICATION/SURVEILLANCE				
	i. Certification of ATO	Pre-application Phase	2.001		
		Formal Application Phase	2.002		
		Document Compliance phase	2.003		
		Demonstration and Inspection phase	2.004		
		Preparation of ATO Job-Aid Certificates & Training Specifications	2.005		
		Evaluate a Training manual	2.006		
		Evaluate of a Procedures Manual	2.007		
		Evaluate of a Quality Manual	2.008		
		Evaluate of a SMS Manual	2.009		
		Approved a Training program and Curriculum	2.021		
	ii. Surveillance	Approve ATO personnel/Conduct of post holders Interview	2.10 ; 2.011; 2.012;2.013; 2.014		
		Facility Inspection and Demonstration	3.003		
		Prepare ATO Surveillance program	3.001		
		Training in progress inspection	3.002		
		Inspect ATO Record keeping system	3.005		
		Inspect ATO Quality system	3.007		
		Inspect ATO SMS	3.008		
		Audit an ATO	3.009		
		Continued surveillance of ATO approved personnel and Facility(s)	3.010		
		Surveillance of Licensed/Designated persons	4.201 ; 4.202; 4.203; 4.204 4.205; 4.206 4.207; 4.208		
D.	INVESTIGATION				
		Conduct an Enforcement investigation	5.201		
		Provide Technical Assistance to legal counsel	5.203		
		Withdrawal, Suspension, Revocation, Denial or Amendment of license/Rating	5.206		
		Process a Surrender of a License/Certificate	5.214		

NOTE:

1. The holder of this authorization is not permitted to carry out any function that is not within the scope of this authorization.
2. Any approval/certificate/licence issued that is not within the scope of this authorization is not valid and the officer may be penalized as deem fit.
3. Only Director, Licensing Standards and those delegated are authorized to endorse the following:
 - (a) ALL LICENCES
 - (b) ALL AUTHORISATIONS
4. Director General, is to endorse the following:
 - (c) ATO CERTIFICATES
 - (d) TRAINING SPECIFICATION

Authorisation Holder's Signature Specimen:

Inspector's Stamp Specimen:

Recommended by:

Name:

Title:

Signature:

Approved by:

Name:

Title:

Signature & Date

**** This Scope of Authorisation is not to be altered without the approval of the Director, Licensing Standards.*