



**Civil Aviation Authority of Sri Lanka**

# **TRAINING PROGRAMME**

**AIR NAVIGATION SERVICES SECTION**

**1<sup>st</sup> Edition - 2023**



# **TRAINING PROGRAMME**

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**1<sup>st</sup> Edition - 2023**

**Control Number: 001**



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## Foreword

Sri Lanka as a Contracting State to the Convention on International Civil Aviation has an obligation to ensure that the Air Navigation Services in Sri Lanka are provided as per the Standards and Recommended Practices (SARPs) contained in the relevant Annexes to the Convention on International Civil Aviation and the requirements contained in the associated ICAO Documents. The Civil Aviation Authority of Sri Lanka is responsible for making rules, making institutional arrangements and conducting safety oversight functions over the Service Providers that it has certified, to fulfill the aforementioned requirement.

The Air Navigation Section of CAASL is responsible for developing required Operating Regulations and Implementing Standards where necessary, for the Basic Aviation Legislation and for amending the existing Regulations as may be necessary to maintain required safety, efficiency and regularity in Air Navigation Services in Sri Lanka and to ensure relevant SARPS contained in ICAO Annexes viz., Annex 2, Annex 3, Annex 4, Annex 5, Annex 10, Annex 11, Annex 12, and Annex 15 are implemented in Sri Lanka and updated as necessary. In general, ANS section is accountable for carrying out oversight functions of the above Annexes.

In order for ANS section to effectively discharge the services correlated to its responsibilities the ANS inspectorate staff are required to be trained so that they are competent to carry out the tasks assigned to them and have the necessary qualification, experience and training to perform their respective functions.

The training is an investment where many alternatives are compared against when allocating the resources involved with it. The training programme of the ANS section is formulated to facilitate the development of core competencies expected to be processed by each inspector position within the section. Individuals taking up the job positions are required to acquire skills and competencies associated with the job position at minimum to discharge individual's responsibility effectively and efficiently.

The Knowledge, skills and attitudes may not always be developed through modular training only. It is the culture of learning that is to be inculcated within the individuals of the ANS section to fill up the gaps which may portray in the context.

P.A. Jayakantha

Director General of Civil Aviation and Chief Executive Officer,  
Civil Aviation Authority of Sri Lanka

30.05.2023

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## **ABBREVIATIONS**

AIS	Aeronautical Information Services
ANS	Air Navigation Services
ASBU	Aviation System Block Upgrade
ASR	Aeronautical Services Regulations
ATM	Air Traffic Management
ATSEP	Air Traffic Safety Electronic Personnel
ATSP	Air Traffic Service Provider
CAASL	Civil Aviation Authority of Sri Lanka
CAI	Civil Aviation Inspector
CNS	Communication Navigation Surveillance
DANS	Director Air Navigation Services
DDG	Deputy Director General
DGCA	Director General of Civil Aviation
ECDS	Employee Competency Development Scheme
HROM	Human Resources and Office Management
ICAO	International Civil Aviation Organization
MET	Meteorology
OJT	On-the-Job Training
OPS	Operations
PANS OPS	Procedures for Air Navigation Services – Aircraft Operations
PBN	Performance Based Navigation
PCDS	Position Competency Development Scheme
SAREX	Search & Rescue Exercise
SCAI	Senior Civil Aviation Inspector
SOR	Scheme of Recruitment
S&P	Standards & Procedures
SPI	Safety Performance Indicator
SPT	Safety Performance Target
SSP	State Safety Programme
TEC	Technical
USOAP	Universal Safety Oversight Audit Programme Continuous Monitoring
CMA	Approach
WMO	World Meteorological Organization





## Chapter 1 – Training Policy

- 1.1 CAASL Training policy postulates that the staff of the CAASL are required to be adequately equipped with the necessary resources including the knowledge and expertise aligning themselves with the vision and mission of organization, organizational objectives, goals and targets, organizational value, nature and scope of work it does and mode and manner of their execution.
- 1.2 The Civil Aviation authority functions as a Regulator and understands its obligation to provide for the development of a highly skilled and qualified work force for its aviation oversight programme to conduct audits, surveillance and inspections to oversee the service providers and the operators.
- 1.3 Aligning the Air Navigation Section with the above policy of CAASL, the training plan is aimed at developing the competencies of the individuals those who have fit into the job positions of the ANS section's cadre so that they will be able to discharge the oversight duties in effective and efficient manner ensuring the safety of the air navigation related functions of the State.
- 1.4 The plan embeds a comprehensive personal development programme which intends to enhance the depth and the scope of expertise of each inspector of the ANS section This will directly impact on the Regulatory service provision function discharged upon the industry that ANS section is required to certify and monitor.
- 1.5 The plan will help the Head of the section to determine the right training priorities of the individuals and make due recommendations to the Higher Management of CAASL in decision making with regard to the imparting training which is obviously an investment.
- 1.6 While the training imparted is an investment on the individual by the organization, for it to be effective, the individuals must take ownership of the learning process involved in the training.
- 1.7 The trainings are lined up to assist the employees to function more effectively in their present position by exposing them to the latest concepts, information and techniques and developing in them the skills required in their respective subject domain.
- 1.8 The training plans of ANS section have been developed with a clear action plan of providing required succession to the existing cadre positions of the section except for positions where direct exposure to the industry is a prerequisite.
- 1.9 The training plans are drawn up in conformity with the Position Competency Development Scheme (PCDS) of each executive of the ANS section which has been determined taking into consideration of the training needs of the individuals who had fit into the job role him/her presently holding.

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## Chapter 2 – Training Principles

### 2.1 Training Principles

- 2.1.1 The trainings provided are aimed at developing the individuals for their effective contribution towards accomplishing CAASL's Mission.
- 2.1.2 The training is arranged at the earliest opportunity available in the order of priorities identified in the Position Competency Development Scheme.
- 2.1.3 In order the training to be cost effective due consideration will be accorded to opportunities that could be arranged within the CAASL and also the training facilities and opportunities within Sri Lanka to the maximum possible extent.
- 2.1.4 The training offered are directly related to the respective jobs to be performance by the inspectors and the pervious performances will be one of the factors considered in determining the awarding of the training.
- 2.1.5 A training provided is an investment by the CAASL on the particular inspector and the inspector shall be prepared to come to agreement with the organization to serve a term that would yield the organization returns on its investment. As such Inspectors of ANS section are to be guided by this principle.
- 2.1.6 It is mandatory that an inspector assigned to undergo certain training shall undergo it as required by the organization. Any refusal cannot be accommodated without any rationale justification provided in written format acceptable to DGCA.
- 2.1.7 The training opportunities will be equally distributed and are to be provided on non-discriminatory basis, within the limits of budgetary allocation to the ANS section.
- 2.1.8 An inspector who would undertake a specialized/ advanced training shall share his/her knowledge with the peers and with other staff CAASL immediately after completion of the training programme unless otherwise exempted from this requirement by the DGCA in writing.
- 2.1.9 Training received shall always be confirmed by a certificate signed by the Chief Instructor and Head of the Training institute.
- 2.1.10 It is the onus of the individual inspector to keep the records of the trainings that he/she has been provided with. While the individual inspectors may have personal copies of their training records they are responsible to update their training file available for each individual in the ANS filing system.
- 2.1.11 An inspector undergoing overseas training course shall submit a report within 14 days of returning to the country.
- 2.1.12 All ANS Inspectors should be provided with recurrent training on Basic ANS Inspector Course as minimum, in every 3 years.

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- 2.1.13 The trainings that will be considered may not always be confined to the plan and the provisions are in existence to alter the plan accordingly to accommodate new subject areas depending on the need and the availability of the training opportunities.

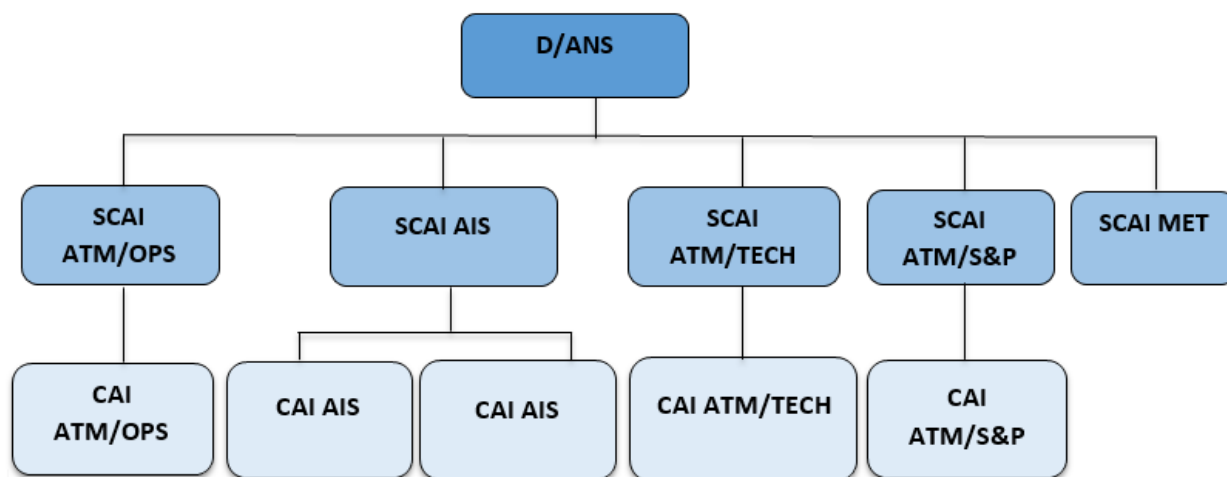
## 2.2 Facilitating the Training

- 2.2.1 Training incur costs. It is an investment by the organization on the individual made through budgetary allocation to the section. A Training budget is allocated for each year for ANS section through the organizational budget of CAASL which will be utilized to accomplish the sectional training programme.
- 2.2.2 The allocations will be subject to the priorities of the organization and always be dependent upon the alternative opportunities which brings higher yield in terms of the mission of the organization. Therefore the training estimates are always subject to scrutiny and subject to a process of justification.
- 2.2.3 The training plan is accomplished through the above process within a stipulated time frame which will be subject to the priorities identified within the scope of the work of the ANS section.
- 2.2.4 The facilitation of training is a job function of the HROM section of CAASL and are subject to organizational policies and procedures as well as that of government of Sri Lanka where appropriate.
- 2.2.5 Training opportunities that may receive from the regional cooperation programmes and also through interregional cooperation programmes will also be considered in accomplishing the training requirements of the ANS section.
- 2.2.6 In the case an inspector has to be sent on overseas training course, the course contents shall be cross-checked with the Position Competency Development Scheme and the Director Air Navigation and Deputy Director General (Aeronautical Services Regulations) will certify the applicability of the overseas training to achieve the objective in the employee's Position Competency Development Scheme.
- 2.2.7 If an overseas training course is selected to provide the required training to an inspector, Director Air Navigation and Deputy Director General (Aeronautical Services Regulations) shall ensure and certify that such training is essential for reasons to be recorded. They are required to justify that there are no alternative means of satisfying the training requirements without participating the training being referred to.
- 2.2.8 Training conducted overseas require recommendation of the CAASL Training Committee and the approval of DGCA and such training shall also be approved by the Authority and the Ministry in charge of the subject of Civil Aviation.

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## Chapter 3 – ANS Inspectorate

### 3.1 Organizational chart of ANS Inspectorate



#### 3.1.1. Director (Air Navigation Services)

Director (Air Navigation Services) shall have educational and technical experience/ qualifications as per SOR/ HM11-03. The organizational position of Director Air Navigation Services is responsible to the Director General of Civil Aviation through Deputy Director General (Aeronautical Services Regulations) for all Regulatory and Administrative functions of ANS section of CAASL.

#### 3.1.2 Senior Civil Aviation Inspector (Air Traffic Management – Operations)

Senior Civil Aviation Inspector (Air Traffic Management-Operations) shall have educational and technical experience/ qualifications as per SOR /MM11-AN -1. The organizational position is constituted for carrying out regulatory functions in subject domain of Air Traffic Services and Search & Rescue.

#### 3.1.3 Senior Civil Aviation Inspector (Aeronautical Information Services)

Senior Civil Aviation Inspector (Aeronautical Information Services) shall have educational and technical experience/ qualifications as per SOR /MM11-AN -2. The organizational position is established for carrying out regulatory functions in Aeronautical Information Service, Aeronautical Maps & Charts and Aeronautical Communication (Operations).



3.1.4 Senior Civil Aviation Inspector (Air Traffic Management – Technical)

Senior Civil Aviation Inspector (Air Traffic Management-Technical) shall have educational and technical experience/ qualifications as per SOR /MM11-AN -3. The organizational position is established for carrying out regulatory functions in the subject areas of Communication Navigation & Surveillance (CNS) Systems.

3.1.5 Senior Civil Aviation Inspector (Air Traffic Management – Standards and Procedures)

Senior Civil Aviation Inspector (Air Traffic Management Standards and Procedures) shall have educational and technical experience/ qualifications as per SOR /MM11-AN -4. The organizational position is established for carrying out regulatory functions in Air Traffic Services including Safety Management and PANS OPS Procedures.

3.1.6 Senior Civil Aviation Inspector (Aeronautical Meteorology)

Senior Civil Aviation Inspector (Aeronautical Meteorology) shall have educational and technical experience/ qualifications as per SOR /MM11-AN -5. The organizational position is established for carrying out regulatory functions related to aeronautical Meteorology.

3.1.7 Civil Aviation Inspector (Air Traffic Management – Operations)

Civil Aviation Inspector (Air Traffic Management-Operations) shall have educational and technical experience/ qualifications as per SOR / MA5-3-AN-1. The organizational position is established to assist in carrying out regulatory functions in Air Traffic Services and Search and Rescue.

3.1.8 Civil Aviation Inspector (Aeronautical Information Services)

Civil Aviation Inspector (Aeronautical Information Services) shall have educational and technical experience/ qualifications as per SOR /MA5-3-AN -2. The organization position is established to assist in carrying out regulatory functions in Aeronautical Information Service and Aeronautical Maps & Charts.

3.1.9 Civil Aviation Inspector (Air Traffic Management – Technical)

Civil Aviation Inspector (Air Traffic Management-Technical) shall have educational and technical experience/ qualifications as per SOR /MA5-3-AN -3. The organization position is established to assist in carrying out regulatory functions in the subject areas of Communication Navigation & Surveillance Systems (CNS).

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### 3.1.10 Civil Aviation Inspector (Air Traffic Management – Standards and Procedures)

Civil Aviation Inspector (Air Traffic Management Standards and Procedures) shall have educational and technical experience/ qualifications as per SOR /MA5-3-AN -4. The organization position is established to assist in carrying out regulatory functions in Air Traffic Services including Safety Management and PANS OPS procedures.

## 3.2 The Qualification requirements of ANS Inspectors

The Academic qualifications and experience required for each position mentioned above are mentioned in the respective SORs approved by the DMS.

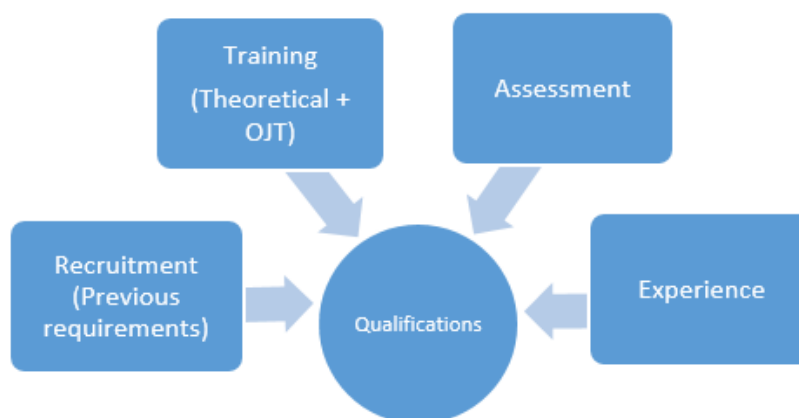
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## Chapter 4 – Certification of Air Navigation Services Inspectors

This chapter is developed as per the CAASL Staff Instruction SI 04/2023 issued on 16<sup>th</sup> February 2023.

### 4.1 Certification process of Air Navigation Services Inspectors

The aim of this chapter is to define the Training necessary for a person to be qualified as a certified ANS Inspector and able to adequately perform the assigned job functions, tasks and profiles.



4.1.1 There are five main phases in the Certification process of an Air Navigation Services Inspector.

Phase 1 – Introduction to CAASL, its regulatory functions and sectional functions - Duration: 6 months.

Phase 2 – Subject matter training - Duration: 12 months.

Phase 3 – Industry functions training - Duration: 6 months.

Phase 4 – Oversight functions Training- Duration: 6 months.

Phase 5 – On the job training - Duration: 6 months

#### **Phase 1 – Introduction to CAASL and its Regulatory functions**

**Duration: 6 months**

##### **Contents –**

- Provide trainee with the basic understanding on administrative frame work, role and responsibilities of CAASL and the primary functions of the section.
- Conduct training using the internal resource personnel on the subject of aviation history and general aviation knowledge, aviation legislations, ICAO and CAASL organization and office management, sectional functions, administrative issues.

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**Evaluation** – Written examination (1hr) – obtain 70% or above marks and corrected to 100% will become the trainee eligible for phase 2.

### **Phase 2 – Basic subject matter training**

**Duration: 12 months**

**Contents –**

- Attend basic subject matter training programmes conducted by the ICAO and other international/regional training institutes, recognized by the CAASL.
- Familiarize with the ICAO regulatory documents and National civil aviation legislations and regulations.
- Develop a clear understanding on the subject matter oversight functions and surveillance methodology, tools and mechanism and its practical application.

**Evaluation** – Written examination (1hr) – obtain 70% or above marks and corrected to 100% will become the trainee eligible for phase 3.

Note: Basic subject matter Training applicable to different ANS Inspector positions are available in section 4.2

### **Phase 3 – Industry functions training**

**Duration: 6 months**

**Contents –**

- Participate industry training in the capacity of an Observer, representing CAASL to enhance the knowledge (by being an observer trainee should carefully examine, seeing things in-depth, gain and expand the knowledge base on subject matters).
- Trainee in his/her capacity as an observer should not assess the training session/s and in the same time neither instructor nor the training institute will not subject the CAASL Observer to the assessment process.
- Training will be dependent, in case of a recruitment of an experienced person where an accelerated training program could be devised within the same framework to suit his/her knowledge experience and expertise.
- Attend training programs as per the respective position competency development scheme.

**Evaluation** – Successful completion of several assignments given by the Head of Section and viva sessions will become the trainee eligible for phase 4.

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#### **Phase 4 – Oversight functions Training**

**Duration: 6 months**

**Contents –**

- Attend the theoretical training on the sectional surveillance activities performed by the Inspectorate under the supervision, consultation and observation by a senior Inspector and the Head of Section.
- Enable trainee to develop his/her oversight skills such as Inspector quality & Ethics, Surveillance Principles, Procedure and Techniques for gathering information, Handling of Conflict situations, review documentation and report writing.

**Evaluation** – on successful completion trainee will become eligible for the Phase 5.

#### **Phase 5 – On the Job Training**

**Duration: 6 months**

**Contents –**

- Required to demonstrate the understanding of State oversight frame work, implementation mechanism and the tools that are employed.
- Lead several surveillance activities under the close supervision of a senior inspector.
- Required to demonstrate trainees' competency to perform surveillance activity independently and effectively.
- On completion of each surveillance activity the senior inspector should submit a written report on the capabilities of the trainee inspector to the head of the section.

**Evaluation** – Examination written and/or oral test that may include questions covering all five training phases and report writing exercises and/or oral exercises relating to the conduct of a meeting or investigation, if successful, trainee will become eligible to undergo the final evaluation process and certification.

#### **4.1.2 Final evaluation and certification**

The head of section required to submit a written request to DGCA for the final evaluation interview of the trainee for inspector certification.

DGCA may appoint an interview panel for the final evaluation.

The evaluation panel may consist of –

- DGCA or his representatives
- Subject matter expert/ certified senior inspector
- Sectional Head
- Divisional Head

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The successful trainee/s at the final evaluation interview will be granted a National Inspector certificate in the hands of the DGCA.

- 4.1.3 Those trainees who were unable to obtain 70% or more marks at the written examination in Phase 1, Phase 2 and Phase 5 of the certification process will be given another opportunity to acquire the expected level of proficiency in the applicable certification phase.

Reducing the duration of each phase or omitting some of the phases in the certification process may be considered by the DGCA depending on the individual's job knowledge work experience and other qualification during the recruitment of the trainee.

4.1.4 Scheme of Grand Fathering

Those inspectors who are in service as at 31<sup>st</sup> December 2022 will be exempted from attending to certain Phases of the Certification Process, instead Head of the Section with the concurrence of the Divisional Head (DDG) may place them on a suitable Phase to continue in the certification process, depending on their subject knowledge, work experience, rating and other qualifications.

The senior inspectors in service as at 31<sup>st</sup> December 2022 will be exempted from attending the Inspector Certification Process.

## 4.2 Training programmes pertaining to each inspector position of ANS

The Training Courses that are identified along with each Inspector position of ANS section is determined in congruent with the Position Competence Development Scheme (PCDS) of CAASL. The individual Inspectors, depending on their prior exposure to such trainings detailed herein under, will be provided the required training according to the Employee Competency Development Scheme (ECDS), prioritizing based on the need, availability of opportunities and resources at CAASL.

Notwithstanding the courses listed below for each organizational position of ANS section, any other training opportunity that will be offered to ANS section pertaining the relevant subject area will be made available to respective inspectors subject to the discretion of DANS/ DDG-ASR and DGCA.

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#### 4.2.1 Director Air Navigation Services

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase II – Basic Subject matter Training	Aerodrome Control with OJT	12 months
	Approach Control (non – Radar) with OJT	
	Area Control (non – Radar) with OJT	
	Radar Control (Approach/ Area) with OJT	
	Aeronautical Information Management concepts	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspectors Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	ICAO USOAP CMA and State Aviation Safety Tools	10 days
	ATS Safety Management	1 week
	Aircraft Incident Accident Investigation	10 days
	Fatigue Management in Air Traffic Control	10 days
	Performance Based Navigation (PBN)	3 weeks
	Search and Rescue Administrator Course	2 weeks
	PBN Airspace Design Criteria	2 weeks
	Aeronautical Information Management	1 week
	Aviation System Block Upgrade (ASBU) implementation	1 week
	Safety Performance Indicators (SPI) Safety Performance Targets (SPT) and Measuring Criteria	1 week
	Safety Audits of Air Traffic Services	1 week
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.2 Senior Civil Aviation Inspector (Air Traffic Management – Operations)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	Aerodrome Control with OJT	12 months
	Approach Control (non – Radar) with OJT	
	Area Control (Procedure) with OJT	
	Radar Approach Control with OJT	
	Area Control (Surveillance) with OJT	
	Aviation Search and Rescue Operations	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Search and Rescue Administrator Course	2 weeks
	Search & Rescue Exercise (SAREX) Techniques	1 week
	USOAP CMA and State Aviation Safety Tools	10 days
	Aircraft Accident/ Incident Investigation Techniques	10 days
	ATS Safety Management and Investigation	1 week
	ATS Inspector Training	10 days
	SAR Inspector Training	10 days
	PBN Implementation	1 week
	Aviation System Block Upgrade (ASBU) implementation	5 days
	Human Factors in Air Traffic Control	1 week
	State Safety Programme (SSP)	1 week
	Safety Audits of Air Traffic Services	1 week
	Fatigue Management in Air Traffic Control	10 days
	Flight Procedure Designing	10 days
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.3 Senior Civil Aviation Inspector (Aeronautical Information Services)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	Aeronautical Information Services Basic Course	12 months
	Aeronautical Information Management concept Training	
	Cartography Course	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Advanced Aeronautical Cartography	4 weeks
	AIS Inspectors Course	5 days
	State Safety Programme	1 week
	Aeronautical Information Conceptual Model & exchange Model (AICM/ AIXM) Safety Management Course	10 days
	USOAP CMA and State Aviation Safety Tools	10 days
	Aviation System Block Upgrade (ASBU) implementation	5 days
	System Wide Information Management	1 week
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.4 Senior Civil Aviation Inspector (Air Traffic Management – Technical)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	ATSEP Basic course with OJT	12 months
	Navigation Aids Equipment Maintenance course	
	Surveillance Equipment Maintenance course	
	Communication systems Training	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Flight Check and Radio Navigation	5 days
	CNS Inspector Course	10 days
	Digital Data link Service	5 days
	USOAP CMA and State Aviation Safety Tools	10 days
	Aviation System Block Upgrade (ASBU) implementation	5 days
	State Safety Programme	5 days
	System Wide Information Management	5 days
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Nav. aids maintenance	5 days
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.5 Senior Civil Aviation Inspector (Air Traffic Management – Standards & Procedures)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	Aerodrome Control with OJT	12 months
	Approach Control (non – Radar) with OJT	
	Area Control (Procedure) with OJT	
	Radar Approach Control with OJT	
	Area Control (Surveillance) with OJT	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Performance Based Navigation	2 weeks
	State Safety Programme	1 week
	Safety Audits of Air Traffic Services	10 days
	USOAP CMA and State Aviation Safety Tools	10 days
	ATS Safety Management and Investigation	1 week
	Aviation System Block Upgrade (ASBU) implementation	10 days
	Human Factors in Air Traffic Control	10 days
	Aircraft Accident/ Incident Investigation	1 week
	Fatigue Management in Air Traffic Control	5 days
	Flight Procedure Designing	10 days
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.6 Senior Civil Aviation Inspector (Meteorology)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	As per the Basic Instruction Packages for Meteorologists and Meteorological Technicians (WMO-No. 49 – Technical Regulations Volume I – General Meteorological Standards and Recommended Practices)	12 months
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	State Safety Programme	1 week
	Air Navigation Services MET Inspector course	10 days
	USOAP CMA and State Aviation Safety Tools	10 days
	Aviation System Block Upgrade (ASBU) implementation	5 days
	Aviation Weather Risk Management	5 days
	Quality Management System for Aviation Meteorology	5 days
	SWIM Training	5 days
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week





#### 4.2.7 Civil Aviation Inspector (Air Traffic Management – Operations)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	Aerodrome Control	12 months
	Approach Control (non – Radar)	
	Area Control (Procedure)	
	Radar Approach Control	
	Area Control (Surveillance)	
	Aeronautical Search and Rescue Operations	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Search & Rescue Exercise (SAREX) Techniques	1 week
	USOAP CMA and State Aviation Safety Tools	10 days
	ATS Safety Management and Investigation	1 week
	ATS Inspector Course	10 days
	SAR Inspector Course	10 days
	PBN Implementation	1 week
	State Safety Programme (SSP)	1 week
	Safety Audits of Air Traffic Services	1 week
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.8 Civil Aviation Inspector (Aeronautical Information Services)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	Aeronautical Information Services Basic Course	12 months
	Aeronautical Information Management concept Training	
	Cartography Course	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	AIS Inspectors Course	5 days
	State Safety Programme	1 week
	Aeronautical Information Conceptual Model & exchange Model (AICM/ AIXM) Safety Management Corse	10 days
	USOAP CMA and State Aviation Safety Tools	10 days
	Aviation System Block Upgrade (ASBU) implementation	5 days
	System Wide Information Management	1 week
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.9 Civil Aviation Inspector (Air Traffic Management – Technical)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	ATSEP Basic course with OJT	12 months
	Navigation Aids Equipment Maintenance course	
	Surveillance Equipment Maintenance course	
	Communication systems Training	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Flight Check and Radio Navigation	5 days
	CNS Inspector Course	10 days
	Digital Data link Service	5 days
	USOAP CMA and State Aviation Safety Tools	10 days
	Aviation System Block Upgrade (ASBU) implementation	5 days
	State Safety Programme	5 days
	System Wide Information Management	5 days
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Nav. aids maintenance	5 days
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



#### 4.2.10 Civil Aviation Inspector (Air Traffic Management – Standards & Procedures)

Training Phase	Training Course	Duration
Phase I – Introduction to CAASL and its Regulatory functions	CAASL Indoctrination Programme (Ref. Appendix A)	6 months
Phase 2 – Basic Subject related Training	Aerodrome Control	12 months
	Approach Control (non – Radar)	
	Area Control (Procedure)	
	Radar Approach Control	
	Area Control (Surveillance)	
	Safety Management System	
Phase 3 – Industry Functions Training	Familiarization sessions at all relevant section/ units of the Industry	6 months
Phase 4 – Oversight functions Training	Basic ANS Inspector Course	6 months
	Audit Techniques	
	State Safety Programme (SSP)	
Phase 5 – On-the-Job Training	Described in Chapter 5	6 months
Specialized/ advanced Training (Training courses will be selected from these categories)	Search & Rescue Exercise (SAREX) Techniques	1 week
	USOAP CMA and State Aviation Safety Tools	10 days
	ATS Safety Management and Investigation	1 week
	ATS Inspector Course	10 days
	SAR Inspector Course	10 days
	PBN Implementation	1 week
	State Safety Programme (SSP)	1 week
	Safety Audits of Air Traffic Services	1 week
	Flight Procedure Designing	10 days
Recurrent/ Refresher Training	Safety Oversight Inspector course (refresher)	1 week
	Safety Management System (refresher)	1 week
	State Safety Programme (refresher)	1 week



### 4.3 On –The- Job Training (OJT)

On –The- Job Training process is described in Chapter 5

### 4.4 Recurrent/ Refresher training

- 4.4.1 Periodic recurrent/ refresher training courses in all relevant disciplines are required for the continuing development of the knowledge and skills of the Inspectors related to their respective responsibilities.
- 4.4.2 All ANS Inspectors are required to be provided with recurrent training at least once every 3 Years.

### 4.5 Advance Training

- 4.5.1 Periodic specialized training, will enable the ANS Inspectors to maintain a high level of knowledge and expertise and thus undertake their duties and responsibilities in a more effective and efficient manner.
- 4.5.2 The advance training shall be dependent on the different ANS fields of inspection.

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## Chapter 5 – On –The- Job Training (OJT) for Inspectors

### 5.1 General

All ANS Inspectors, with the completion of the training from Phase 1 – 4, shall undergo OJT under the supervision of a qualified ANS Inspector authorized in the relevant fields. The objective of OJT is to provide new ANS Inspectors with the basic knowledge which will enable these inspectors to perform ANS regulatory functions.

### 5.2 OJT Levels

Inspectors with required training completed in their respective subject fields are assigned with an experienced Senior Inspector who will be responsible for completion of OJT requirements. The senior inspector will address the following three levels of OJT:

- (a) *Level-I (understanding)*: Level-I training is familiarization with Authority guidance relevant to a particular job task. Level-I training typically involves a review of all reference materials applicable to the Job Descriptions for which training has been identified. After covering the following criteria, the OJT trainee is issued with a certificate to announce the successful completion of OJT Level-I.
1. Civil Aviation Authority Act; No. 34 of 2002
  2. Civil Aviation Act; No. 14 of 2010
  3. Air Navigation Regulations, Implementing Standards, Directives, Notices and Management Circulars
  4. Manual of Staff and Administrative Rules (SLCAP 5000)
  5. ANS Inspectors' Handbook (SLCAP 2300)
  6. Enforcement Policy and Procedures
  7. ANS Surveillance Plan
  8. CAASL Record Management, File Management and Office Manual
  9. CAASL Disciplinary Procedures and General Conduct
- (b) *Level-II (Observation)*: During the level-II the new inspector observes a qualified inspector performing the task. Level II training involves observation of the performance of specific Job Descriptions. This training typically involves the trainee observing and/or assisting the OJT instructor in the performance of those specific Job Descriptions for which the trainee will be held accountable. Level-II training



may be satisfied by providing opportunities for the trainee to observe and/or assist the instructor performing the task.

- (c) Level-III (*Performance*): In level-III, a qualified inspector observes the new inspector perform the task. Level III training involves the application of knowledge and skills to the performance of specific Job Descriptions. The trainee performs the job task under the observation of a qualified OJT instructor. The instructor assesses the performance of the task and indicates on the trainee's

OJT training plan when Level III performance is achieved. The OJT Instructor may use a checklist to assess the inspectoral competencies achieved by the trainee.

### 5.3 On – the – Job Training process

Inspector shall:

- (a) Participate as an observer, in at least 2 (two) inspections at each centre/ unit, conducted by a qualified ANS Inspector; and
- (b) Conduct at least 2 (two) inspections at each centre/ unit under supervision of a qualified ANS Inspector.
- (c) Qualified Senior ANS inspector shall recommend the subjected inspector for the successful completion of the training.
- (d) Conditions specified in a) and b) may differ and will be at the discretion of the DANS in respect of new inspectors who possesses more than 20 years of Industry experience in their respective specialized fields.
- (e) Shall receive an On-the-Job training certificate at the successful completion of the OJT.

### 5.4 Re-Qualification Training

An Inspector who has not been part of the programme for more than 1 (one) year shall conduct at least 2 (two) inspections under supervision.

### 5.5 Pre-requisites for On – The – Job Training

- 5.5.1 ANS Inspectors, without previous experience in the relevant fields, shall be required to complete the Basic Training Courses in their respective fields i.e. ATM, AIS, PANS-OPS, Maps & Charts, SAR, CNS and MET before taking up inspectional functions. Those

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trainings will be prerequisites for the advanced training courses that they may be exposed to.

5.5.2 The Course Contents and Syllabus of the courses shall be as per ICAO Standards.

5.5.3 ANS Inspectors, without previous industrial experience in the relevant fields are required to undergo minimum 6 month's On-Job-training in oversight activities with a qualified Senior Inspector prior to taking up inspectional assignments.

On- the-Job training period may be extended subject to the performance of the inspector in the relevant field of work. Senior Inspector shall recommend the trainee for the successful completion of On- the-Job Training.

5.5.4 A qualified senior Inspector will complete the Inspector's OJT Assessment Form as referred in the Appendix A of this Programme. After successful completion of 3 levels of OJT, an inspector shall receive an on-the Job Training Certificate.

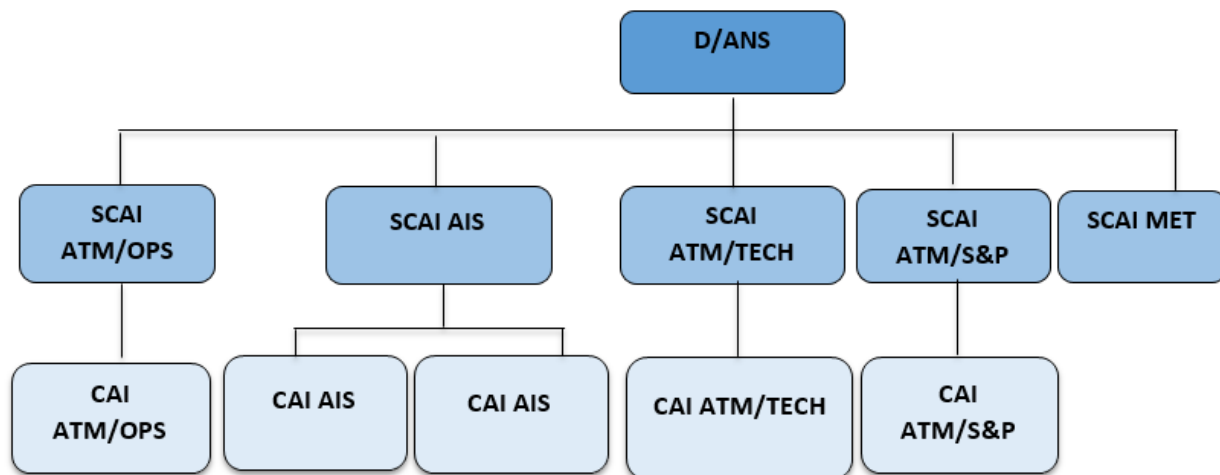
## 5.6 Inspector Credentials

Inspector credentials are issued when the individual inspector completes required basic training associated to the position held at minimum. ANS training plan is expected identify and meet the individual training requirements of inspectors. Inspector credentials is a mandatory prerequisite an inspector shall earn in order to carryout inspections in their respective subject fields.



## Chapter 6-Career Progression & Prioritizing trainings of ANS Inspectors

### 6.1 Career Progression



- 6.1.1 Individuals joining the ANS section as Civil Aviation Inspectors are eligible to take up higher positions in their respective career path subjected to the completion of the required training and the Job performance evaluation the previous position.
- 6.1.2 Civil aviation inspectors with minimum of 6 years' experience are eligible for the Senior Civil Aviation Inspector position.
- 6.1.3 Senior Civil Aviation Inspectors with minimum 5 years of experience in the current position are eligible for the Organizational position of Director Air Navigation Service and the career progression is planned for higher organizational positions thereof.
- 6.1.4 Accomplishment of training planned for each organizational position would make the incumbent of the job position eligible for the next higher level of the organizational hierarchy subject to the evaluation of job performance. Next higher position trainings are planned encompassing the trainings planned for the lower level plus the training that are exclusive for the higher position, providing each incumbent with defined career progression path.



## 6.2 Prioritizing of Training

- 6.2.1 Training incur costs. It is an investment on the incumbent made through budgetary allocation. A Training budget is allocated for each year for ANS section through the organizational budget of CAASL which will be utilized to accomplish the sectional training programme.
- 6.2.2 The training requirements of the job position is compared with the trainings that the present incumbent has completed. Remaining will be prioritized depending on the industrial requirements and the availability of training opportunities and availability of the budgetary allocations for the ANS section. Recurrent trainings will be accorded the due priority to be accomplished within the stipulated time schedule within the ANS training programme.
- 6.2.3 Planning horizon of three years has been accepted as the standard given the growth and progression of the industry. As such a Triennium Training plan (2023-2025) of CAASL is developed. (Ref. Appendix C)
- 6.2.4 The Annual Training plan is determined from the population of training courses included in the Triennium Training Plan prioritizing them according to the regulatory/industry requirements which require particular competencies developed among the inspectors of the ANS Section.
- 6.2.5 The training requirements of the inspectors are further prioritized taking into consideration availability of training opportunities, core competencies to be developed in the inspectors and it will be incorporated into the annual training programme which associate budgetary allocation.
- 6.2.6 Multiple number of inspectors would be provided with training if such training opportunities are received maximizing the benefit of such training for the ANS section.



## Appendix A – Contents of CAASL Indoctrination Programme

- **Aviation History**
  - ✓ Global History
  - ✓ Local History
  - ✓ Department of Civil Aviation and organizational reforms
  - ✓ Establishment of Civil Aviation Authority
  
- **Legislation**
  - ✓ Conventions, protocols and Treaties
  - ✓ Aviation Policy, Primary/ Secondary Legislations
  - ✓ International & Multinational Agreements
  - ✓ Implementing Standards & Aviation Safety Notices
  
- **Organizational Theory**
  - ✓ CAASL and its role
  - ✓ CAASL staff rules and administrative procedures
  - ✓ CAASL Disciplinary procedures
  - ✓ CAASL Record Management and Office Manual
  - ✓ CAASL Business Plan and programme budget
  
- **General Aviation Knowledge**
  - ✓ Aviation Geography
  - ✓ Aircraft, engines & navigation systems
  - ✓ Knowledge in Financial Statements
  - ✓ Aircraft Accident Investigation
  - ✓ AIP Sri Lanka
  
- **CAASL Clientele**
  - ✓ Contracting States and International Organizations
  - ✓ Aeronautical Service Providers
  - ✓ Aircraft Operations
  - ✓ Maintenance and Training Organizations
  
- **Management**
  - ✓ General Management principles
  - ✓ CAASL office Management and procedures
  - ✓ Personnel Management
  - ✓ Project Management
  - ✓ Crisis Management



## Appendix B – OJT Assessment Form

1. Inspector information					
Name		Division			
Position		Section			
Experience					
2. On the Job Training					
Description of the skills to be achieved	Inspection Facility	Observations on Accomplishment			Name(s)/Signature of the OJT Trainer
		Level 1* (Understanding)	Level 2* (Observation)	Level 3* (Performance)	
Personnel					
Procedures					
Documentation					
Work Environment					
Equipment					
3. Certification					
a) By appending my signature, I certify that the trainee has completed the specified OJT documented above and he/she is competent to perform the task without supervision.					
..... Signature of the OJT Trainer(s)		..... Date			
b) I hereby confirm that the trainee has completed the specified OJT documented above with qualified OJT trainer(s).					
..... Signature of the Head of the Section		..... Date			
..... Signature of the Head of the Division		..... Date			
..... Signature of the Director General of Civil Aviation/ CEO		..... Date			
<b>NOTE;</b> Level 1*: Familiarization and relevant guidance for a particular task. Level 2*: New inspector observes a qualified inspector performing the task. Level 3*: Qualified inspector observes the new inspector perform the task.					



## Appendix C – Triennium Training plan (2023-2025)

Employee Triennium Training Plan 2023-2025					
Name	Designation	Training	Duration	PCDS Ref.	Priority
Mr. M A K Prasanna	Director Air Navigation Services	Search & Rescue Administrator Course	2 weeks	M6-2.12	Medium
		Safety case development and review	5 days	M6-2.19	Medium
		PANS/OPS Procedure Design	3 weeks	M6-4.40	Low
		ATS Safety management & Investigation	1 week	M6-2.13	Medium
		ATM contingency planning	1 week	M6-2.11	Medium
		State Safety Programme	5 days	M6-2.19	Medium
		Aviation System Block Upgrades Implementation	5 days	M6-4.70	Low
		Oversight of Fatigue Management approaches of ATSP	10 days	M6-4.132	High
Mr. Thilina Warnasinghe	Senior Civil Aviation Inspector – ATM (OPS)	Aviation Search & Rescue Operations	2 weeks	M6-2.12	High
		State Safety Program	5 days	M2-4	Medium
		Aircraft accident/ incident investigation	10 days	M6-2.13	High
		Air Traffic Management Safety Investigation and Analysis	5 days	M6-2.13	High
		Oversight of Fatigue Management approaches of ATSP	10 days	M6-4.132	High
		Human Factors in Aviation	10 days	M6 -4.61	Medium
		PBN Implementation	10 days	M6-4.142	Medium
		ATFM & CDM	10 days	M6-2.11	Low
	Senior Civil Aviation Inspector-AIS	AIM Inspector course	5 days	M6-2.15	High
		Basic Aeronautical Cartography	10 days	M6-4.23	High
		Advanced Aeronautical Cartography	1 weeks	M6-4.23	Medium
		AIM Quality Control	5 days	M6-4.15	High



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		Safety Management System	5 days	M2-3	Medium
		State Safety Programme	5 days	M2-4	Medium
		USOAP CMA Continuous Monitoring Approach and State Aviation Safety Tools	10 Days	M6-4.67	Low
Mr. Donald Karunarathna	Senior Civil Aviation Inspector- ATM Tech	Safety Oversight Inspector Course -ANS	1Week	M7-1.4	High
		Safety management System	5 Days	M2-3	High
		Advanced Test & Measuring Techniques for ATSEP	5 Days	M6-2.10	Medium
		USOAP Continuous Monitoring Approach and State Aviation Safety Tools	5 days	M6-4.67	Medium
		SWIM training	1 Week	M6-4.156	High
		State Safety Programme	5 Days	M2-4	Medium
Ms. H.M.T. Herath	Senior Civil Aviation Inspector - ATM (S&P)	USOAP CMA & State Aviation Safety Tools	10 days	M6-4.67	Medium
		ASBU implementation	5 days	M6-4.70	Medium
		Oversight of Fatigue Management approaches of ATSP	10 days	M6-4.132	High
		PBN Implementation	10 days	M6-4.142	Medium
		Air Traffic Management Safety Investigation and Analysis	5 days	M6-2.13	Medium
		Human Factors in Aviation	10 days	M6-4.61	Medium
Mr. Ananda Perera	Senior Civil Aviation Inspector -Met	State Safety Programme	5 days	M2-4	Medium
		Aeronautical Meteorological Inspector	1 week	M7-1.6	High
		Quality Management System for Aviation Meteorology	1 week	M6-4.102	High
		State Safety Program	1 week	M2-4	Medium
		Aviation weather	1 week	M6-4.39	Medium



Mr. H B D R Jayarathana	Civil Aviation Inspector -AIS	Aeronautical Fixed Service Operator Module-ICAO 172	3 Weeks	M6-2.10	Medium
		AIS – AIM Transition	5 days	M6-4.15	High
		Basic Aeronautical Cartography	3 Months	M6-4.23	High
		Aeronautical Information Conceptual model and Exchange Model (AICM/AIXM)	5 Days	M6-4.15	High
		State Safety Programme	5 Days	M2-4	Medium
		USOAP CMA Continuous Monitoring Approach and State Aviation Safety Tools	10 days	M6-4.67	Medium
		AIM Quality Control	5 days	M4-4	High
Ms. S A N Sarojanie	Civil Aviation Inspector-AIS	Aeronautical Fixed Service Operator Module-ICAO 172	3 weeks	M6-2.10	High
		Basic Aeronautical Cartography	3 months	M6-4.23	High
		AIS – AIM Transition	5 days	M6-4.15	High
		Aeronautical Information Conceptual model and Exchange Model (AICM/AIXM)	5 days	M6-4.15	Medium
		State Safety Program	5 Days	M2-4	Medium
		AIM Quality Control	5 days	M4-4	High
		USOAP CMA Continuous Monitoring Approach and State Aviation Safety Tools	10 days	M6-4.67	High
Mr. N Nawajeewan	Civil Aviation Inspector- ATM (S&P)	Approach Control Course	3 months	M6-2.11	Medium
		Human factors in Aviation	5 days	M6-4.61	Medium
		USOAP Continuous Monitoring Approach and State Aviation Safety Tools	10 days	M6-4.67	Medium
		State Safety Programme	5 days	M2-4	Medium



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		PBN Implementation	1 week	M6-4.142	Medium
		ASBU Implementation	1 week	M6-4.70	Medium
		Air Traffic Management Safety Investigation and Analysis	5 days	M6-2.13	High
Ms. Abhimani Pieris	Civil Aviation Inspector- ATM Tech )	ASBU Implementation	1 week	M6-4.70	Medium
		PBN Implementation	1 week	M6-4.142	Low
		SWIM Implementation	1 week	M6-4.156	High
		State Safety Programme	5 days	M2-4	Medium
		Human factors in Aviation	5 days	M6-4.61	Medium
		Performance-Based Communication & Surveillance (PBCS)	1 week	M6-4.99	Medium
		Air Traffic Management System Requirements	1 week	M6-4.106	Low
Ms. Hiruni Wanigasekara	Civil Aviation Inspector- ATM (OPS)	Approach Control Course	3 months	M6-2.11	Medium
		Search & Rescue Officer	2 weeks	M6-2.12	High
		Human factors in Aviation	5 days	M6-4.61	Medium
		USOAP Continuous Monitoring Approach and State Aviation Safety Tools	10 days	M6-4.67	Medium
		State Safety Programme	5 days	M2-4	Medium
		PBN Implementation	1 week	M6-4.142	Medium
		ASBU Implementation	1 week	M6-4.70	Medium
		Air Traffic Management Safety Investigation and Analysis	5 days	M6-2.13	High



