

## QUYẾT ĐỊNH

Về việc ban hành Sổ tay hướng dẫn đào tạo cho chuyên viên kỹ thuật và  
giám sát viên an toàn khai thác cảng hàng không, sân bay  
(Technical staff/Inspectors)  
(tu chỉnh lần 3)

### CỤC TRƯỞNG CỤC HÀNG KHÔNG VIỆT NAM

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Căn cứ Nghị định số 66/2015/NĐ-CP ngày 12/8/2015 của Chính phủ quy định về Nhà chức trách hàng không;

Căn cứ Nghị định số 05/2021/NĐ-CP ngày 25/01/2021 của Chính phủ quy định về quản lý, khai thác cảng hàng không, sân bay;

Căn cứ Thông tư số 29/2021/TT-BGTVT ngày 30/11/2021 của Bộ trưởng Bộ Giao thông vận tải quy định chi tiết về quản lý, khai thác cảng hàng không, sân bay;

Căn cứ Quyết định số 651/QĐ-BGTVT ngày 29/5/2023 của Bộ trưởng Bộ Giao thông vận tải quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Cục Hàng không Việt Nam; Quyết định số 371/QĐ-BGTVT ngày 02/4/2024 của Bộ trưởng Bộ Giao thông vận tải sửa đổi Điều 3 Quyết định số 651/QĐ-BGTVT ngày 29/5/2023 của Bộ trưởng Bộ Giao thông vận tải quy định chức năng, nhiệm vụ, quyền hạn và cơ cấu tổ chức của Cục Hàng không Việt Nam;

Căn cứ Quyết định số 1506/QĐ-CHK ngày 11/7/2022 của Cục trưởng Cục Hàng không Việt Nam về việc ban hành chính sách và quy trình chung về đảm bảo nguồn nhân lực hệ thống giám sát an toàn hàng không;

Xét đề nghị của Trưởng phòng Quản lý cảng hàng không, sân bay,

## QUYẾT ĐỊNH:

**Điều 1.** Ban hành kèm theo Quyết định này Sổ tay hướng dẫn đào tạo cho chuyên viên kỹ thuật và giám sát viên an toàn khai thác cảng hàng không, sân bay

(Aerodrome Technical Staff/Inspector Training Manual) (được tu chỉnh lần 3 để cập nhật theo hướng dẫn đào tạo cho giám sát viên an toàn khai thác cảng hàng không, sân bay của Tổ chức hàng không dân dụng quốc tế - ICAO). Sổ tay hướng dẫn được đăng tải trên Trang thông tin điện tử của Cục Hàng không Việt Nam tại mục “Văn bản”.

**Điều 2.** Quyết định này có hiệu lực kể từ ngày ký và thay thế Quyết định số 2339/QĐ-CHK ngày 27/10/2023 của Cục trưởng Cục Hàng không Việt Nam về việc ban hành Sổ tay hướng dẫn đào tạo giám sát viên an toàn khai thác cảng hàng không, sân bay.

**Điều 3.** Các ông/bà: Chánh Thanh tra Cục Hàng không Việt Nam; Trưởng phòng Quản lý cảng hàng không, sân bay; Thủ trưởng các cơ quan, đơn vị và cá nhân liên quan chịu trách nhiệm thi hành Quyết định này./.

**Nơi nhận:**

- Như Điều 3;
- Các Phó Cục trưởng (để biết);
- P.TCCB, TTHK;
- Lưu: VT, QLC (Phg 10b).

**CỤC TRƯỞNG**



**Đinh Việt Thắng**

**MINISTRY OF TRANSPORT  
CIVIL AVIATION AUTHORITY OF VIETNAM**



**AERODROME TECHNICAL STAFF/INSPECTOR  
TRAINING MANUAL  
(GM 13)**

*(Attachment of Decision number 901/QD-CHK dated 19/4/2024  
by Director General)*

*Hanoi, April 2024*

## AMENDMENTS

<b>No.</b>	<b>Date applicable</b>	<b>Subject</b>	<b>Entered by</b>
Version 1	April 10 <sup>th</sup> , 2020	-	CAAV
Version 2	March 14 <sup>th</sup> , 2022	Update legal document	CAAV
Version 3	October 27 <sup>th</sup> , 2023	Adjust the duration and training method for Technical Staff/Aerodrome Safety Inspector according to ICAO APAC Guidance	CAAV
Version 4	April 19 <sup>th</sup> , 2024	Add deadlines and priorities for specialized training courses	CAAV

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## AUTHORISATION

This manual is an internal document setting out policies and procedures for Aerodrome Technical Staff/Inspector Training, produced by the Airport Management Department to provide the information and guidelines needed for staff's training and development to perform their tasks and responsibilities in Civil Aviation Authority of Vietnam.

For the purpose of effective management of training, I require all relevant staff to use this document in the performance of their duties. This manual is a living document and I encourage you to continually contribute to its improvement and to your work practices covered by the procedures contained in this document.

This document is issued under the authority of the Director General of the Civil Aviation Authority of Vietnam.



Dinh Viet Thang  
Director General  
Civil Aviation Authority of Vietnam.

**Initial Issue Date:** April 19<sup>th</sup>, 2024

## **CONDITIONS OF USE**

The assigned manual holder is responsible for the care and upkeep of the manual, and for its revision, in accordance with any instructions or revision material provided by the Civil Aviation Authority of Vietnam.

Assigned manual holders are to ensure that they familiarize themselves with the content of the manual, including any revisions received.

Manual holders with staff management or supervisory responsibilities shall ensure that their subordinate staffs are fully aware of changes to work practices or duties which may occur as a result of revisions to the manual.

The manual holder is encouraged to identify, recommend and submit any requests to amend any part of this manual.

Manual holders and users are not permitted to make any alterations, erasures or use marks of emphasis in this manual.

This manual must be returned to the Civil Aviation Authority of Vietnam on cessation of employment (or in the case of a contractor, upon cessation of the service contract), or when otherwise recalled by the Director General (DG).



## **DISTRIBUTION LIST**

<b>DOCUMENT NUMBER</b>	<b>NAME and TITLE of HOLDER</b>
00	Master Copy
01	DG/Director General
02	Human Resource Department
03	Flight Safety Standard Department
04	Airport Management Department
05	Air Navigation Department
06	Science, Technology and Environment Department
07	Finance Department
08	International Cooperation Department
09	Airports Corporation of Vietnam
10	Van Don International Airport

## ABBREVIATIONS

Some common abbreviations/acronyms used in this document are as follows:

<b>ADI</b>	Aerodrome Inspector
<b>AGA</b>	Aerodrome and Ground Aids
<b>AMD</b>	Airport Management Department
<b>ANS</b>	Air Navigation Services
<b>CAAV</b>	Civil Aviation Authority of Vietnam
<b>CE</b>	Critical Element
<b>CMA</b>	Continuous Monitoring Approach
<b>DG</b>	Director General
<b>EI</b>	Effective Implementation
<b>ICAO</b>	International Civil Aviation Organization
<b>LEI</b>	Lack of Effective Implementation OPS Operations
<b>MARI</b>	Minimum Annual Required Inspection
<b>SMS</b>	Safety management system
<b>SOA</b>	Safety Oversight Audit Section
<b>SSP</b>	State Safety Programme
<b>USOAP</b>	ICAO Universal Safety Oversight Audit Programme

## CHAPTER 1. INTRODUCTION

### I. Objectives of the document

The Vietnamese civil aviation legislation system provides the framework of one of the most important modes of transportation for Vietnam both domestically and internationally. A primary objective of the Civil Aviation Law 2006 (amended in 2014) includes enhancing safety, security, efficiency and service quality in the civil aviation system in a sustainable manner, facilitating access to the air transport network and contributing to the safe, smooth flow of passengers, aircraft and cargo within the civil aviation system so that it can contribute to the economic and social development of Vietnam. An effective safety oversight system is crucial in achieving these objectives.

ICAO Doc 9760 states that the States must be staffed with qualified and experienced personnel capable of successfully undertaking the wide variety of required tasks. ICAO Doc 8335 also states that the satisfactory execution of the various functions of the CAAV depends to a large extent on the qualifications, experience, competence and dedication of individual inspectors. In addition, it is also important for CAAV to have inspectors with a mix of disciplines to adequately oversee their aviation industry.

ICAO safety oversight audits and other ICAO missions have shown that many Contracting States have not established effective safety oversight systems and that qualification of technical personnel are often deficient, thereby creating an opportunity for lack of safety oversights over approval holders. The establishment and management of an effective safety oversight system require a high-level of commitment, without which a State cannot fully satisfy its aviation system safety-related responsibilities.

This was further underscored by ICAO's recent comprehensive system approach audit result showing the area of Critical Element 4 (CE-4) "qualified personnel" having the highest lack of effective implementation. Thus, the objective of this document is to provide the Civil Aviation Authority of Vietnam with the guidance to improve its CE-4 effective implementation scoring by increasing the number of qualified inspectors and ensuring all technical staff are properly trained so that the Vietnamese safety oversight activities will be effectively discharged.

In order to provide comprehensive and meaningful guidance on the development and management of the AMD's capacity building, a training programme which includes typical training road maps for various functional areas is presented in Chapter 4. The implementation of this programme will ensure that AMD is capable of meeting its safety oversight responsibilities.

Furthermore, this document provides an overview of a typical training framework which is used to identify appropriate types of training and respective training providers that will help equip technical personnel with the knowledge and the skill to discharge his/her safety oversight activities. Figure 1 shows a typical capacity building flowchart

that AMD uses to build internal capacity.

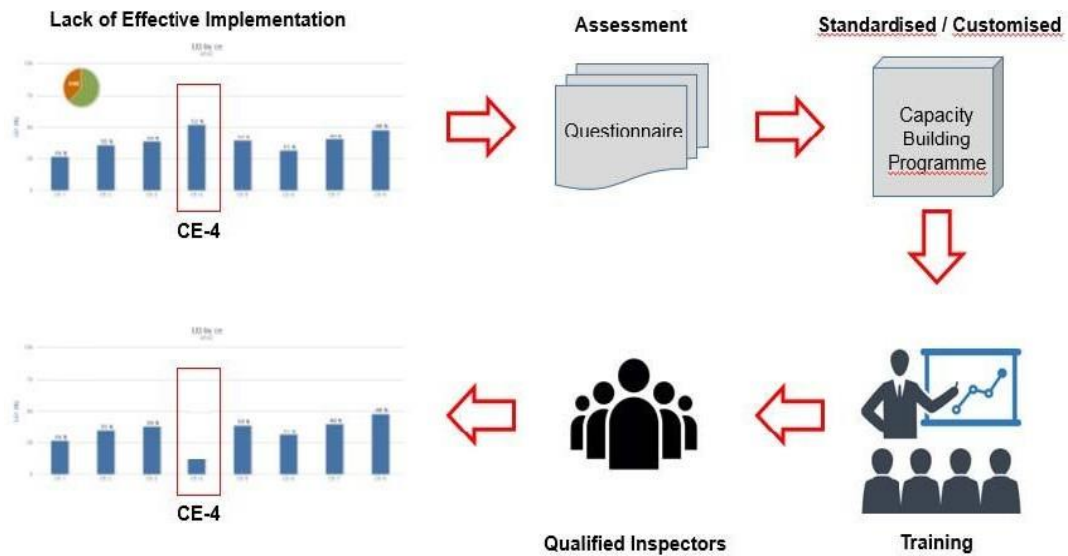


Figure 1. Typical Capacity Building Flowchart

## II. Reference documents

The documents listed below are referred to in this manual and have been used as guidance for the development of this training programme manual.

### Related Documents:

- ICAO Doc.8335, Manual of Procedures for Operations Inspection, Certification and Continued Surveillance
- ICAO Doc.9379, Manual of Procedures for Establishment and Management of a State's Personnel Licensing System
- ICAO Doc.9734A, Safety Oversight Manual
- ICAO Doc.9734B, Regional Safety Oversight Manual
- Generic Training Programme and Training Plan for Aerodrome Inspectors - ICAO APAC (2021)

## III. Safety oversight obligation

When permitting or undertaking aviation activities, the Contracting State incurs certain obligations under Chicago Convention and its Annexes.

To ensure that the State's system is appropriate to the level and scope of their aviation activity, ICAO Document 9734, Part A, mentions that each of these obligations will require consideration of the critical elements of a safety oversight system.

While public interest needs to be considered, States need to ensure that a proper system of checks and balances is maintained. The State should retain effective control of important inspection functions. Such functions cannot be delegated, otherwise, the aviation industry will end up regulating themselves and the State's oversight system is not effective.

#### IV. Critical elements of a safety oversight system

All ICAO Contracting States, in their effort to establish and implement an effective safety oversight system, need to consider the critical elements (CE) for safety oversight.

ICAO Document 9734, Part A, mentions that CEs are essentially the safety defence tools of a safety oversight system and are required for the effective implementation safety oversight critical elements of a safety oversight system encompass the whole spectrum of civil aviation activities, including airworthiness of aircraft, accident/incident investigation, and transport of dangerous goods by air. The effective implementation of the CE is an indication of a state's capability for safety oversight.

ICAO has identified and defined the following critical elements of a State's



Safety oversight system:

**CE-1. Primary aviation legislation.** The provision of a comprehensive and effective aviation law consistent with the environment and complexity of the State's aviation activity and compliant with the requirements contained in the Convention on International Civil Aviation

**CE-2. Specific operating regulations.** The provision of adequate regulations to address, at a minimum, national requirements emanating from the primary aviation legislation and providing for standardization operational procedures, equipment and infrastructures (including safety management and training systems), in conformance with the Standards and Recommended Practices (SARPs) contained in the Annexes to the Convention of International Civil Aviation.

**CE-3. State civil aviation system and safety oversight functions.** The establishment of a Civil Aviation Authority (CAAV) and/or other relevant authorities or government agencies, headed by a Director General, supported by the appropriate and adequate technical and non-technical staff and provided with adequate financial resources. The State authority must have stated regulatory functions, objectives and safety policies.

**CE-4. Technical personnel qualification and training.** The establishment of minimum knowledge and experience requirements for the technical personnel performing safety oversight functions and the provision of appropriate training to maintain and enhance their competence at the desired level. The training should include initial and recurrent (periodic) training.

**CE-5. Technical guidance, tools and the provision of safety-critical information.** The provision of technical guidance (including processes and procedures), tools (including facilities and equipment) and safety oversight functions in accordance with established requirements and in a standardized manner. In addition, this includes the provision of technical guidance by the oversight authority to the aviation industry on the implementation of applicable regulations and instructions.

**CE-6. Licensing, certification, authorization and approval obligations.** The implementation of processes and procedures to ensure that personnel and organisations performing an aviation activity meet the established requirements before they are allowed to exercise the privileges of a license, certificate, authorization and/or approval to conduct the relevant aviation activity.

**CE-7. Surveillance obligations.** The implementation of processes, such as inspections and audits, to proactively ensure that aviation license, certificate, authorization 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, authorized and/or approved to perform. This includes the surveillance of designated personnel who perform safety oversight functions on behalf of CAAV.

**CE-8. Resolution of safety concerns.** The implementation of processes and procedures to resolve identified deficiencies impacting aviation safety, which may have been residing in the aviation system and have been detected by the regulatory authority or other appropriate bodies.

## CHAPTER 2. TRAINING PROGRAMME

The key elements of AMD's training programme are as follows:

- Training policy statement;
- Training Objectives; and
- Competency-based training.

Once the above foundations are established, the respective training road maps and individual training plan are then established using guidance shown in Figure 2 below.

Figure 2. Training Programme Overview



Depending on the available capability, the actual trainings may be carried out under the direct control of CAAV or conducted by other training service providers.

Training road maps are reviewed periodically to establish a customised training road maps where it serves its purposes and needs.

In reviewing the effectiveness of trainings conducted in-house or by a service provider, AMD Director is required make a determination as to whether the training methods, syllabus, training standards, related facilities and record keeping are adequate for its technical personnel.

### I. Training policies

In addition to the Director's Training Policy Statement, this chapter provides an expansion of the policy and includes procedures that are used by AMD to employ, initially qualify, maintain and upgrade the technical personnel used in its safety oversight programmes.

## **1. Qualification policies**

### **2. Training policy**

A. AMD in fulfilling its obligation is committed to provide for the development of a highly skilled and qualified work force for its aviation oversight programmes.

B. Employees will be fully trained in the essential job tasks, knowledge, and skills that are required to accomplish the:

(1) AMD safety oversight;

(2) Meet ICAO obligations;

(3) Ensure the conformance of the aviation community; and safeguard the travelling public.

C. The qualification programme outlined in this manual will prepare technical personnel to apply the standards appropriate to the position assignments during their employment with CAAV.

D. This manual outlines the qualification events and training for ADI and provides for both baseline and specialisation of qualifications.

## **II. Roles & responsibilities**

### **1. Director General**

With respect to qualification of the support personnel, the Director General has the overall responsibility for the provision of qualified technical personnel to implement CAAV aviation oversight programme. His responsibilities include:

- Provision of adequate qualified staff to ensure the fulfilment of Vietnam requirements and international obligations.
- Ensure that the budget submitted by AMD will fully support the requirements for the qualification of the technical personnel.
- Ensure that adequate resources are provided to the AMD to fully implement the qualification programme for its technical personnel.
- Approve and fund training activities necessary to this qualification programme. Negotiate and oversee national agreements and contracts with government and commercial training vendors.

### **2. Human resource director**

With respect to qualification of support personnel, the Human Resource Director is responsible for on-going quality assurance of CAAV's functions, including the provision and quality of training.

This will include:

- Ensuring that the support personnel qualification programme is effectively and



efficiently managed and complies with all policy requirements.

- Provisions for evaluation of any locally arranged and conducted training.
- Review the training programme to ensure it is meeting national objectives, ICAO requirements, and international obligations.
- Provisions for periodic review of training courses to ensure that the content remains current with respect to job tasks, knowledge, skills and inspector performance requirements.
- Annual review of the training plan for each inspector, determines completion and future training needs.
- Hire highly qualified individuals to serve as technical personnel in the aviation oversight programmes.
- Ensure the development of a highly skilled and qualified workforce.
- Ensure that an on-going OJT programme is being administered in each Department.
- Hold supervisors and managers accountable for ensuring that employee work assignments and schedules allow for sufficient time for employees to fully participate in and complete training requirements.

### **3. AMD director**

With respect to qualification of technical personnel, managers play a key role in assessing gaps between oversight obligations/responsibilities and actual workforce skills, identifying developmental needs, prioritizing training needs, certifying the accomplishment of learning objectives and fostering on-the-job development. This will include:

- Ensure that employee work assignments and schedules allow sufficient time for employees to fully participate in and complete training requirements.
- Notify the DG regarding changes in training requirements, specify new training needs not previously identified, and relinquish training resources that no longer apply.
- Foster a work environment conducive to the success of the training programme. Communicate regularly with employees regarding the status of training. Arrange for formal training courses that are required for each inspector. Schedule On- the- Job-training events.

### **4. Technical personnel**

With respect to qualification of technical personnel, the individual employee must take a pro- active role in ensuring that they are qualified for the job tasks that they are to perform. This will include:

- Collaborate with management to identify personal training needs.
- Communicate with the immediate supervisor and peers to plan training activities.
- Actively participate in training activities.
- Review personal training records and documentation to ensure that it is up to date.
- Provide feedback and evaluation regarding the effectiveness of the training programme.

## CHAPTER 3. CAPACITY BUILDING PROGRAMME

### I. Training need analysis

Prior to providing trainings and education to each of ADI, consideration is given to the person's job description which lays out his/her major duties, responsibilities, organisational relationships, scope of work and amount of supervision when performing job tasks. Once the respective job descriptions and Minimum Qualification Requirements (MQR) are considered against the technical personnel's qualification, AMD will then carry out a Training Need Analysis (TNA) to establish the training requirements and define the Training Plan for each of these roles and responsibilities.

In addition, it must be also considered that some of these technical personnel have joined the organisation at various qualification entry points (i.e. licence holder against a non-license holder, graduate against a non-graduate, etc.) and with different levels of experience (i.e. new to the aviation industry against those with many years of aviation experience).

### II. Methodology

Considering the varied entry points of technical personnel, it is important that technical personnel are progressively and effectively transited with basic foundation completed before moving on to next level of training. As such, AMD has adopted a training structure for its typical training road map which consists of three phases of training beginning with "Induction (Initial) Training", follows by "Core (Regulatory) Training" and ends with "On- the-Job Training (OJT)". Due to the uniqueness of each functional area, the training requirements under each of these three phases have to be well guided by the individual technical personnel's job description.

Once the relevant training requirements are put together in this manner, this forms the final training road map for ADI. Training requirements for ADI together with typical training road maps is established and is attached as Appendix 4 of this Manual.

With the training road maps, the AMD will then accomplish the TNA mechanism and develop its training plan aiming to fulfil all the training requirements spelled out in the training roadmap.

The individual training plans and the associated budgetary allocations requires the approval of the DG.

As the training road map typically last over a period of 2 years, the three phases in the training road map serve as training milestones which the respective technical personnel or AMD Director could easily monitor the progress of the individual technical personnel.

AMD Director are required to manage both the training road maps and training plans efficiently and to also ensure these are effectively implemented. This is important as these training road maps and training plans would fundamentally determine the

quality and capabilities of these technical personnel working for AMD.

Due to constant changes in the aviation environment and complexity, AMD will carry out an annual review of the road map and the training plan to keep it updated and relevant.

### **III. Training roadmaps**

CAAV uses a typical Training Road Map (TRM) consisting of 3 categories of training as detailed below:

#### **1. Induction (Initial) Training**

To equip new technical personnel with the basic skills and knowledge relevant to their job responsibilities and should begin at the start of training phases and preferably be completed within the first six months.

#### **2. Core (Regulatory) Training**

Provides new technical personnel with knowledge and skills in specific technical areas to carry out their duties effectively. The duration for this category varies between one to 1.5 years depending on the availability of the required regulatory trainings.

#### **3. On-the-Job Training**

Hands-on training under the supervision of a senior technical personnel should be well planned and structured. Although this category usually concluded within the period of training road map, however, if the new technical personnel is assessed to be incompetent in his/her new duties, he/she will have to undergo additional trainings till he/she reaches an acceptable level of competency.

#### **4. Recurrent / Refresher / Continuation and Specialised Training**

Although the TRMs do not include recurrent (or refresher) and specialised (or advance) training, after the technical personnel have been qualified, they will continue to receive training throughout their employment. AMD requires technical personnel to develop their competencies continually on areas that are related to their respective responsibilities. For technical personnel who are subsequently required to implement additional tasks or more in-depth tasks, specialty trainings or advance trainings are required to be completed before carrying out further assignments.

#### **5. Recurrent / Refresher / Continuation training**

Technical personnel represent the authority and, as such, require the continuous development of their competencies related to their respective responsibilities. This will be accomplished through periodic training.

Recurrent/refresher/continuation training is required for all inspectors in every two years after obtaining the basic/initial inspector course.

#### **6. Specialised Training**

This phase would consist of advanced or specialized courses to ensure that ADI

remain current with changes in technology and investigative methods.

Specialised training courses are conducted with two priority levels:

+ Level 1 (First priority) courses which conducted within 01 years after completion of OJT.

+ Level 2 (Second priority) courses which conducted within 03 years after completion of 1<sup>st</sup> priority courses.

## **7. Qualification Certificates**

A formal completion certificate will be issued to any inspector that:

(1) Attends at least 85% of the hours allotted to each training course; and a copy of that certificate will be included in the CAAV's qualification file for the employee; and

(2) Completes the exercises, tests and evaluations included in the course in a satisfactory manner.

## **8. Failing to Meet Qualification Standards**

(1) Technical personnel failing to satisfactorily meet qualification standards will be considered for the necessary training. This will be coordinated between the AMD and Human Resources Department and requires the DG's approval; and

(2) The Technical personnel employment with AMD will be subjected to a review if the candidate fails to meet the qualification standard after the remedial training or the second attempt.

## **IV. Development of training plan**

With the TRMs developed for each key job functions, the AMD will then use the relevant TRM to develop personnel training plan by detailing the course names, course dates, training organisations, etc., for the entire training year(s).

However, the new technical personnel's training plan may be subjected to unforeseen changes i.e. course cancellation/postponement, therefore, it has to be regularly updated and tracked to ensure that the plan is successfully carried out in a timely manner. Depending on the availability of the required courses, AMD Director must prioritise the trainings according to the level of importance to each key job function.

In addition, the selection of courses should not be based on whatever courses are available but rather based on courses that meet the specific training needs of the technical personnel. For example, a similar topic offered by various training organisations could come with different / varied syllabus i.e. basic or advance, or course name/title, as such, technical personnel should find out more about the course before registration.

In most instances, the training plan for new technical personnel normally stretch

over a period of 2 years. After the technical personnel has fully completed his/her required trainings, his/her subsequent training plan could be just a yearly plan covering new trainings due to new work scope or recurrent trainings, as required.

AMD is required to develop and maintain a training management system where the training of each technical personnel can be traced and training related records can be kept on completion of each training. This system will be made available to both internal and external auditors, as and when necessary, during audit.

## CHAPTER 4. FORMAL TRAINING GUIDELINES

This chapter provides further guidance in the implementation of Training Road Maps and the Recurrent / Refresher / Continuation and Specialised Training.

### I. General policies

A. It is the policy of the CAAV that all inspectors should be qualified by training or experience to conduct the inspections, evaluations and investigations assigned to this office.

B. The inspectors of the CAAV or its designees will be technically qualified on a parallel basis to the persons in the aviation industry that they are assigned to regulate.

C. No inspector will be obligated to conduct an inspection, evaluation or approval unless that person believes they are technically or otherwise qualified to undertake.

D. No person will be assigned to conduct a task unsupervised unless management believes that person to be qualified by experience, training or applying positive transfer of knowledge or experience.

E. All formal training applicable to the qualifications of an inspector, whether previous to or after employment shall be recorded in the Qualification database.

### II. Types of training

In conjunction with the TRM, Inspectors will be given a variety of training that will include:

- Induction (Initial) Training including formal In-house;
- Core (Regulatory) training;
- Structured “on-the-job-training” (OJT);

### III. Formal in –house initial training

This formal training is a requirement for all full-time CAAV Personnel.

A. CAAV will conduct in-house training courses through senior CAAV employees and contracted sources.

B. These courses will consist of a formal review of the Civil Aviation Law 2006, amended in 2014, Civil Aviation Rules and CAAV technical guidance materials.

C. A formal completion certificate will be issued to participants after satisfactory completion.

### IV. Structured initial on-the-job training

All technical inspectors will be included in a formal OJT programme that is tracked and signed off by specific job task.

- (1) The specifics of that OJT programme are included in the Chapter 5.

- (2) Where possible, OJT for specific tasks will occur following the formal training that is relevant to the particular job task.
- (3) The implementation of the OJT programme and the sign-off for an individual task is considered a “baseline” requirement before the unsupervised performance of that task by a senior inspector.

As an inspector has completed OJT on a specific task and is signed-off by the senior inspector, he/she is considered to be qualified to perform the task.



## CHAPTER 5. ON-THE-JOB TRAINING & QUALIFICATION

This chapter describes the OJT programme methodology that will be applied by the CAAV for the continuing qualification of its inspectors.

### I. General policies

- A. The baseline OJT programmes contained in the respective AMD Training Manual appendices shall be the focus of future new-hire inspector qualification.
- B. Revisions to the baseline programmes will be permitted with the approval of the AMD Director.
- C. All OJT training will be carried out by senior inspectors with around five (5) years of experience in auditing in the technical area;
- D. All OJT training will be recorded in the CAAV Training database by the inspectors and their instructors.
- E. All OJT completion shall be recorded in the Qualification Record database.
- F. Baseline OJT programmes shall be established for all other technical specialties.

### II. OJT configuration

#### 1. Task structure and assignment

- A. The OJT process will introduce tasks that are categorized first by:
  - 1) Job specialty (e.g. Movement Area Inspector, RFF Inspector);
  - 2) Duty (e.g. Administration, Inspection, Safety Issue Resolution, Investigation, Surveillance, Evaluation, etc.);
  - 3) Function (e.g. Inspect Ramp Safety, etc.).
- B. If any of the tasks listed, in any category, are not performed in a trainee's specific environment, they should not be included in the individual's training plan.

#### 2. Restrictions

- A. Assigning a new employee an inspector's credential does not require completing all tasks in OJT. The required tasks will depend on the employee's work assignment.
- B. Completing OJT is not tied to promotions. There may be some tasks that an employee never has to complete because his/her work assignments do not include those tasks.

#### 3. Training structure

A. The Training Structure of CAAV OJT Programme follows a logical progression of adult learning by using 2 Levels.

- 1) Level I - Knowledge and Understanding

## 2) Level II - Performance

B. Any task assigned to a trainee will be trained to all levels unless otherwise deemed unnecessary. Both formal training and OJT are integral parts of a well-developed training programme and should be scheduled to complement each other.

### III. Definitions

The following are definitions of terms related to the CAAV OJT Programme:

**OJT:** OJT is a planned, structured training event conducted at a work site by an On-the- Job-Training (OJT) authorized OJT instructor. This type of training provides direct experience in the work environment in which the employee is performing or will be performing on the job.

**Task:** A unit of work that contains logical and necessary steps in the performance of a Task in a job duty, typically with a defined beginning and ending. The task must produce a meaningful result.

**Level I Training:** Level I training usually involves observation of the performance of specific job tasks to achieve a level of understanding. This training typically involves the trainee observing and/or assisting the OJT instructor in the performance of those specific job tasks for which the trainee will be held accountable.

**Level II Training:** Level II training involves the application of knowledge and skills to the performance of specific job tasks. Typically, 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 record when Level II performance is achieved.

**Inspections:** One of the most significant duties of CAAV is to conduct inspections in all areas of air transportation. The primary objective of inspection activities is to provide the CAAV with accurate, real-time, comprehensive information for the evaluation of the safety status of the air transportation system.

**Investigations:** The means in which CAAV determines causal factors of potential or actual problem areas and are the vehicle to effect appropriate corrective action. These work activities are generated on an "as required" or "as discovered" basis.

**Certification:** The certification work activities validate the competency of an aerodrome operator and their compliance with appropriate statutory and regulatory requirements prior to active performance in the aviation industry.

**Administration:** Those functions performed by trainees that do not fit in Inspections, Evaluations, Investigations, Certification or Resolution. For example: aviation education and promoting aviation safety to all segments of the aviation community.

**OJT Record:** An electronic tool that is used to record the trainee's OJT plan, progress, and completion.

**OJT Instructor:** A trained employee and a senior inspector with around five (5) years of experience in auditing in the technical area and designated to provide OJT instruction to trainees on specific tasks at Levels I, II, and III, in accordance with established procedures. OJT instructors must have been signed off as competent for the task.

**Trainee:** Any CAAV employee receiving on-the-job training. The word “employee” may be used synonymously with “trainee” depending upon the context because all employees may receive OJT regardless of any “new hire” or “trainee” status.

#### **IV. Roles and responsibilities**

This section describes the roles and responsibilities of those involved in the CAAV OJT programme.

##### **1. HR director**

The HR Director is responsible for:

- Implementing the provisions of the OJT Programme training requirements for all trainees for whom direct supervisory oversight is provided.
- Meeting their obligations as outlined in this chapter.
- Ensuring that trainees begin their OJT Programme as soon as possible after their date of employment.
- Forecasting and informing the Director General OJT needs on a periodic basis so that management may determine the necessary resources for the programme.
- Update the standardized, baseline tasks for each position in which each trainee will be held accountable and for which tasks will require OJT depending on his/her work assignments.
- Authorizing OJT levels of credit granted to an employee.
- Assuming the role of mediator and decision-maker when there are OJT problems and/or disagreements involving OJT instructors and inspector trainees.

##### **2. AMD director**

AMD Director shall be responsible for:

- Meeting with each employee to develop an OJT Plan.
- Deciding when OJT is conducted, including start and end time, as well as the amount of time required for completing OJT training on specific tasks.
- Reviewing with each OJT instructor, on a regular basis, the progress of assigned trainees and initiating any corrective action necessary to improve performance and/or training deficiencies.
- Attending the review meeting and if satisfied with trainee’s performance, signing off that the trainee has successfully completed the tasks discussed.

- Recommending to the Director General those experienced employees who may be qualified to serve as OJT instructors and providing feedback on OJT instructor performance evaluations, including recommending removal of authorization as an OJT instructor.
- Evaluating OJT instructor performance annually based on feedback from trainees and trainees “performance”.
- Acting upon feedback from trainees concerning the OJT Programme. Either resolve the situation at their level or ensure that the information is forwarded to whoever can act on the feedback.

### 3. OJT instructor

The OJT instructor shall be responsible for:

- Completing their OJT training with satisfactory performance.
- Obtaining authorisation from the Director.
- Ensuring that OJT instruction is consistent with applicable national regulations and practices.
- Following CAAV standardized procedures and methodology.
- Exhibiting objective, constructive, empathetic, and other behaviours conducive to supporting all OJT trainees.
- Conducting OJT according to the trainee’s individual training plan as developed by the trainee and his/her director.
- Assessing the trainee level of knowledge and skill on specific tasks.
- Providing structured, well-planned, and documented OJT training with stated objectives and expected levels of performance.
- Communicating with Technical Managers about trainee’s progress.
- Informing appropriate Technical Managers of the trainee’s progress via e-mail or other written means, indicating date of completion of OJT in specific tasks and appropriate levels.
- Ensuring that the trainee has accomplished all elements of OJT instruction associated with a particular task in an acceptable manner before notifying the appropriate Technical Manager that the trainee is able to perform the task as required.
- Notifying the appropriate Technical Manager when tasks have been completed.
- Recording time spent on OJT in file and file forms.

### 4. Trainee

The trainee shall be responsible for:

- Participating with the Technical Manager to identify developmental needs and to plan training activities.
- Requesting OJT credit from their Technical Manager for prior training and/or experience.
- Fulfilling their OJT requirements as established.
- Participating in the feedback process to help ensure continual improvement, including feedback on the performance of the instructor.
- Participating, in a constructive manner, in its own training progress reviews under this chapter and checking the accuracy of completed tasks during the review meetings.
- Recording tasks and activities spent on OJT in file.

## V. OJT Method - Level I

Level I train usually includes a demonstration, by the instructor or designee, of the specific job task steps and procedures with the trainee observations and/or assistance to achieve a level of understanding.

### Level I performance objectives

Following this training, the trainee will be able to:

- Describe the sequences of steps to accomplish the task;
- Describe how appropriate materials are used to accomplish the task;
- Describe interactions among other CAAV personnel required to accomplish the task;
- Describe coordination with operator required to accomplish the task.

### Conducting Level I OJT

#### A. Begin by:

- (1) Gathering any materials need to perform the task;
- (2) Reviewing the performance objects for the task and the purpose for Level I training;

#### B. The accomplishment of Level I should include a demonstration of the task itself. Do the following as you conduct this training:

- (1) Explain what you will be doing by briefly reviewing the task steps;
- (2) Solicit any questions about the task before you begin;
- (3) Based upon the task and the comfort level of the trainee, determine whether or not it is appropriate for the trainee to assist in the task or simply observe you doing the task;

- (4) You may also simply ask the trainee their preference - assist or observe;
- (5) Be sure that the environment is conducive to learning. For example, if you are performing the task in the field, can the trainee (s) sufficiently see and hear you?
- (6) Ask the trainee for the next step(s) as you demonstrate the task; and
- (7) Ask questions about how the step is performed.

C. For tasks that are largely document-based, actual demonstration may not be applicable. Therefore, Level I may be based on the review and discussion of sample or completed documentation. For example, Level I for reviewing a manual could include the trainee reviewing a manual for which a qualified technical person has already completed a review. Then comparing the trainee's review to the qualified person's review.

### **Validating Level I Completion**

To validate Level I OJT, trainee must have an acceptable response to the following measurements.

<b>Objective</b>	<b>N/A</b>	<b>Unacceptable</b>		<b>Acceptable</b>	
Trainee can describe the sequence of steps to accomplish the task (as applicable)		Cannot describe the Sequence of Steps	Describes some step sequence	Describes most step sequence	Describes all step sequences accurately
Trainee can describe how appropriate materials are used to accomplish the task		Cannot describe use of materials	Describes some use of materials	Describes most use of materials	Describes all material use accurately
Trainee can describe interactions among other AUTHORITY personnel required to accomplish the task		Cannot describe the Interactions	Describes some interactions	Describes most interactions accurately	Describes all possible interactions accurately
Trainee can		Cannot	Describes	Describes	Describes

<b>Objective</b>	<b>N/A</b>	<b>Unacceptable</b>		<b>Acceptable</b>	
describe coordination with operator required to accomplish task		Describe Operator Coordination	some operator coordination	Most operator coordination	all operator coordination accurately

## **VI. OJT Methods - Level II**

Level II training includes the trainee performing the task independently and accurately under the observation of the OJT instructor.

### **Level II performance objectives**

Following this training, the trainee will be able to:

- Demonstrate sufficient knowledge to complete the task proficiently;
- Complete all steps necessary to accurately complete the task;
- Complete steps in the proper order (as applicable);
- Perform the task without assistance;
- Perform the task in a timely manner without undue hesitation.

### **Conducting Level II OJT**

A. Start in on by:

- (1) Reviewing what was covered in Level I training;
- (2) Reviewing the performance objectives for the task and the purpose for Level II training;
- (3) Ask the trainee(s) if he/she has all of the materials necessary to perform the task;
- (4) Explain expectations - that the trainee will complete the task accurately and without assistance.

B. Use the following observation guidelines as the trainee performs the task:

- (1) Check the steps as you observe using your checklist;
- (2) Assist only if it required as a part of the task to have a second person. Do not offer assistance;
- (3) Circle omitted or incorrect steps to address with the trainee once the task is complete;
- (4) STOP for unsafe or illegal actions; discuss them with the trainee immediately before completing the task.

C. Some task may infrequently, or even never, present an opportunity for an

instructor to observe a trainee perform (for example, safety measure inspections or accident investigations).

### **Validating Level II completion**

To validate Level II OJT, the instructor must be able to answer “Yes” to all of the following:

<b>Objective</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>
Did the trainee demonstrate sufficient knowledge to complete the task proficiently?			
Did the trainee complete all steps necessary to accurately complete the task?			
Were the steps completed in the proper order (if applicable)?			
Did the trainee perform the task without assistance?			
Did the trainee perform the task in a timely manner without undue hesitation?			
Did the trainee properly record the completion of the task in the database?			



## CHAPTER 6. TECHNICALLY QUALIFIED INSPECTORS

The organisation of AMD's safety oversight responsibilities relies heavily on the employment and qualification of aerodrome inspectors (ADI).

These ADI conduct the necessary evaluations and inspections of aerodrome operators, individuals, and organisations to ensure conformance with international safety standards and relevant safety practises.

This chapter outlines the basis concept that are applied for the utilisation of these ADI

### I. Technical inspectors

#### Qualified technical inspectors

- A. The AMD is staffed with qualified technical personnel to carry out the aviation safety oversight functions
- (1) These personnel are employed based on specified minimum knowledge and experience qualification prerequisites necessary to function as entry-level technical personnel.
  - (2) They receive specified baseline and OJT training after employment to qualify them to function as aerodrome inspectors (ADI)
  - (3) They also receive recurrent and specialised trainings that are pertinent to their job assignment
- B. The qualified ADI is the key link to ensure that the State's international safety oversight obligations are met. The technical decisions of these qualified ADI will, when properly recorded in a permanent medium, form the basis for the credibility of Vietnam's aviation safety oversight programme.

### II. ADI positions

These technical ADI positions include:

- Movement Area Inspector (ADI-1)
- Visual Aids and Electrical Systems Inspector (ADI-2)
- Operating Procedures and Safety Measures Inspector (ADI-3)
- Rescue and Fire Fighting Inspector (ADI-4)

#### 1. Movement Area Inspector

##### 1.1. Function:

The Movement Areas Inspector (ADI-1) is employed to perform aerodrome safety oversight tasks on behalf of AMD to determine the operator's conformance with the regulations and relevant safety practices.

### ***1.2. Primary task:***

A. The primary safety oversight tasks performed by ADI-1 will include:

- (1) Technical administration of the performance and completion of movement area operation-related safety oversight tasks;
- (2) Technical evaluation and inspection of the operators and other supporting organisations;
- (3) Technical evaluation, inspection and observation of the personnel employed by operator;
- (4) Recommendations for approval or acceptance of operator's documentation and authorisation;
- (5) Initial and on-going certification of operator;
- (6) MARI inspections are planned and assigned to specific inspectors;
- (7) MARI inspections are accomplished in the assigned annual quarter, as planned.

B. The completion of these task will specifically address the acceptability and usability of programmes and practices of the operators and supporting organisation with respect to:

- (1) Aerodrome dimension and related information;
- (2) Physical characteristics;
- (3) Pavement strength evaluation;
- (4) Maintenance of movement area (including aerodrome maintenance equipment);
- (5) Access to the movement area;
- (6) Inspection movement area;
- (7) Hazardous Meteorological Conditions;
- (8) Reporting of runway surface conditions (including friction measuring equipment);
- (9) Assessment/Aeronautical Studies;
- (10) All other functions relating to the certification of aerodromes (aerodromes certification processing, reporting to AIS, initiating NOTAMs; enforcement action).

### ***1.3. Minimum Qualification Requirement***

To function as an ADI-1, the individual is required to have completed the minimum qualifications requirements for original employment as a technical inspector, preferably with construction engineering University degree.

During the period of qualification for inspector assignment, ADI-1 will receive on-going formal, and OJT as specified in the training manual, including the specialised

training for Airfield Pavement design and evaluation, Runway Condition Report (RCR).

Failure to archive the training objectives as stated above may result in termination of employment.

## **2. Visual Aids and Electrical System Inspector**

### **2.1. Function:**

The Visual aids and Electrical System Inspector (ADI-2) is employed to perform aerodrome safety oversight tasks on behalf of AMD to determine the operator's conformance with the regulations and relevant safety practices.

### **2.2. Primary task:**

A. The primary safety oversight tasks performed by ADI-2 will include:

- (1) Technical administration of the performance and completion of Visual aids and Electrical system operation-related safety oversight tasks;
- (2) Technical evaluation and inspection of the operators and other supporting organisations;
- (3) Technical evaluation, inspection and observation of the personnel employed by operator;
- (4) Recommendations for approval or acceptance of operator's documentation and authorisation;
- (5) Initial and on-going certification of operator;
- (6) MARI inspections are planned and assigned to specific inspectors;
- (7) MARI inspections are accomplished in the assigned annual quarter, as planned.

B. The completion of these task will specifically address the acceptability and usability of programmes and practices of the operators and supporting organisation with respect to:

- (1) Visual aids including markings and markers, signs, lights (including dangerous light), VDGS, SMGCS, wind direction indicator, RVR measuring equipment...;
- (2) Electrical systems, power supplies;
- (3) Maintenance of Visual Aids & Electrical Systems;
- (4) Low visibility Operation;
- (5) Obstacle control, protection sides for radar and navigation aids;
- (6) Assessment/Aeronautical Studies;
- (7) All other functions relating to the certification of aerodromes (aerodromes certification processing, reporting to AIS, initiating NOTAMs; enforcement action).

### **2.3. Minimum Qualification Requirement**

To function as an ADI-2, the individual is required to have completed the minimum qualifications requirements for original employment as a technical inspector, preferably with electrical/electronic engineering, air navigation University degree.

During the period of qualification for inspector assignment, ADI-2 will receive on-going formal and OJT as specified in the training manual, including the specialised training for Airfield Lighting operation and maintenance.

Failure to archive the training objectives as stated above may result in termination of employment.

### **3. Operating Procedure and Safety Measure Inspector**

#### **3.1. Function:**

The Operating procedure and safety measure Inspector (ADI - 3) is employed to perform aerodrome safety oversight tasks on behalf of AMD to determine the operator's conformance with the regulations and relevant safety practices.

#### **3.2. Primary task:**

A. The primary safety oversight tasks performed by ADI-3 will include:

- (1) Technical administration of the performance and completion of Operating Procedure and Safety Measure -related safety oversight tasks;
- (2) Technical evaluation and inspection of the operators and other supporting organisations;
- (3) Technical evaluation, inspection and observation of the personnel employed by operator;
- (4) Recommendations for approval or acceptance of operator's documentation and authorisation;
- (5) Initial and on-going certification of operator;
- (6) MARI inspections are planned and assigned to specific inspectors;
- (7) MARI inspections are accomplished in the assigned annual quarter, as planned.

B. The completion of these task will specifically address the acceptability and usability of programmes and practices of the operators and supporting organisation with respect to:

- (1) Aerodrome reporting;
- (2) Movement area safety measure;
- (3) Wildlife hazard management (including wildlife control equipment);
- (4) Handling of hazardous materials;
- (5) Hazardous Meteorological Conditions;
- (6) Safety Management System (SMS);

- (7) Aerodrome works safety;
- (8) Apron management;
- (9) Apron safety management (including fuelling facility);
- (10) Airside vehicle control;
- (11) Assessment/Aeronautical Studies;
- (12) All other functions relating to the certification of aerodromes (aerodromes certification processing, reporting to AIS, initiating NOTAMs; enforcement action).

### ***3.3. Minimum Qualification Requirement***

To function as an ADI-3, the individual is required to have completed the minimum qualifications requirements for original employment as a technical inspector.

During the period of qualification for inspector assignment, ADI-3 will receive on-going formal and OJT as specified in the training manual, including the specialised training for Wildlife Management...

Failure to archive the training objectives as stated above may result in termination of employment.

## **4. Rescue and Fire Fighting Inspector**

### ***4.1. Function:***

The Rescue and Fire Fighting Inspector (ADI - 4) is employed to perform aerodrome safety oversight tasks on behalf of AMD to determine the operator's conformance with the regulations and relevant safety practices.

### ***4.2. Primary task:***

A. The primary safety oversight tasks performed by ADI-4 will include:

- (1) Technical administration of the performance and completion of Rescue and Fire Fighting -related safety oversight tasks;
- (2) Technical evaluation and inspection of the operators and other supporting organisations;
- (3) Technical evaluation, inspection and observation of the personnel employed by operator;
- (4) Recommendations for approval or acceptance of operator's documentation and authorisation;
- (5) Initial and on-going certification of operator;
- (6) MARI inspections are planned and assigned to specific inspectors;
- (7) MARI inspections are accomplished in the assigned annual quarter, as planned.

B. The completion of these task will specifically address the acceptability and usability of programmes and practices of the operators and supporting organisation with respect to:

- (1) Particulars of the RFF facilities, equipment;

- (2) RFF Procedures;
- (3) Personnel to meet the RFF requirement;
- (4) Aerodrome emergency plan (AEP);
- (5) Removal of disabled aircraft;
- (6) Routine and emergency maintenance;
- (7) Assessment/Aeronautical Studies;
- (8) All other functions relating to the certification of aerodromes (aerodromes certification processing, reporting to AIS, initiating NOTAMs; enforcement action).

#### ***4.3. Minimum Qualification Requirement***

To function as an ADI-4, the individual is required to have completed the minimum qualifications requirements for original employment as a technical inspector.

During the period of qualification for inspector assignment, ADI-4 will receive on-going formal and OJT as specified in the training manual, including the specialised training for RFF.

Failure to archive the training objectives as stated above may result in termination of employment.

**APPENDIX 1. SUMMARY OF ADI EXPERIENCE**

**PERSONAL DETAILS**

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Employment No. \_\_\_\_\_ Date Employment Commencement: \_\_\_\_\_

**QUALIFICATION /EXPERIENCE**

Minimum Qualification Requirement for recruitment as an Aerodrome Inspector are as follows:

- Hold a current University degree.
- English capability with minimum TOEIC 450 or equivalent.
- Minimum of 05 years work experience in aerodrome management and operation for those with Engineering University degrees or 07 years work experience in aerodrome management and operation for those with other University degrees.
- Sound knowledge of Annex 14, Volume I and all relevant ICAO manuals.
- Sound knowledge of the aerodrome related regulations (Civil Aviation Law and Regulations) and associated guidance materials.

**(1a) Qualification**

Training	University/Institution	Achievement	Verified by HR

**(1b) Industry/Regulatory Experience**

AD Operator / State	Position Held	No. of Years	Verified by HR

## APPENDIX 2. ADI TRAINING PROGRAMME

### PHASE 1- INITIAL/BASIC TRAINING

#### INTRODUCTION TO CAAV & SAFETY REGULATION

	<b>Course</b>	<b>Activity</b>	<b>Duration</b>	<b>Trainer</b>
Courses conducted in Vietnam	7101-CAAV	Vietnam Civil Aviation system and legislative framework.	05-07 days	CAAV Senior executive/ Instructor or any other specialised institute
	7102-CAAV	Overview of CAAV: Functions and Duties.		
	7103-CAAV	Overview of Airport Management Department: Functions and Duties.		
	7104-CAAV	Vietnam Civil Aviation Law: Airport Provision		
	7105-CAAV	Government Decrees, Ministry Circulars pertaining airport Operation and Management		
	7106-CAAV	CAAV Guidance Materials		
	7107-CAAV	Overview ICAO Annex 1-19		
	7108-CAAV	ICAO Universal Safety Oversight Audit Programme (USOAP)		
	7109-CAAV	ICAO Continuous Monitoring Approach (CMA) Protocol Questions (PQs)		
	7110-CAAV	State Safety Programme of Vietnam		
	7111-CAAV	ADI Duties and Code of Conduct		
	7112-CAAV	ADI Authorisation/Credential		
	7113-CAAV	ADI Training requirements		



## PHASE 2- CORE (REGULATORY) TRAINING

### BASIC SAFETY OVERSIGHT COURSE

To be completed within the first 18 months of employment.

	Course	Activity	Duration		Trainer
			Classroom/ Virtual	Online	
Courses conducted either in Vietnam or abroad	7214-CAAV	ICAO Annex 14 and its application	03-05 days	03-05 days	CAAV Senior executive/ Instructor or any other specialised institute
	7215-CAAV	Aviation Audit Technique	03-05 days	03-05 days	
	7216-CAAV	Aerodrome Certification: - ICAO Doc 9774, Doc 9981 - CAAV Aerodrome Certification Manual	03-05 days	03-05 days	
	7217-CAAV	Aerodrome Inspection: - CAAV Aerodrome Inspector Manual	03-05 days	03-05 days	
	7218-CAAV	Aerodrome Safety Management System incorporating PANS - Aerodrome	02-05 days	02-05 days	
	7219-CAAV	Human Factor Principle	02-05 days	02-05 days	

### **PHASE 3- ON THE JOB TRAINING**

#### **LEVEL 1- OBSERVE AND PARTICIPATE**

	<b>Course</b>	<b>Activity</b>	<b>Duration</b>	<b>Trainer</b>
Courses conducted in Vietnam	7320-CAAV	Observe and Participate in Aerodrome Certification/Re-certification process	As per surveillance inspection plan	CAA Aerodrome Inspector
	7321-CAAV	Observe and Participate in Aerodrome safety inspection/surveillance process		
	7322-CAAV	Observe and participate in Aeronautical Study		

#### **LEVEL 2- CONDUCT ACTIVITIES UNDER SUPERVISION**

	<b>Course</b>	<b>Activity</b>	<b>Duration</b>	<b>Trainer</b>
Courses conducted in Vietnam	7323-CAAV	Conduct Aerodrome Certification/Re-certification process	As per surveillance inspection plan	CAA Aerodrome Inspector
	7324-CAAV	Conduct Aerodrome safety inspection/surveillance process		
	7325-CAAV	Conduct Aeronautical Study		

### **PHASE 4- RECURRENT/REFRESHER/CONTINUATION TRAINING**

To be conducted every 2 years' intervals for those inspectors having completed the initial/core training course.

	<b>Course</b>	<b>Activity</b>	<b>Duration</b>	<b>Trainer</b>
Courses conducted in Vietnam	7426-CAAV	Refresher ADI Safety Oversight Course	By Instructor/Training institute	CAAV Senior executive/ Instructor or any other specialised institute
	7427-CAAV	Refresher on Auditing techniques and CAAV auditing procedures		
	7428-CAAV	Refresher on Safety management system		
	7429-CAAV	Refresher on Human factors principles		

**PHASE 5- SPECIALISED TRAINING**

ADI position	Course	Activity	Duration		Trainer	Level of priority
			Classroom/ Virtual	Online		
ADI-1	7530-CAAV	Airfield Pavement Design and Evaluation	03-05 days	Offered by Training institute	CAAV Senior executive/ Instructor or any other specialised institute	1
ADI-1	7531-CAAV	Global Reporting Format (Runway)	02 days			1
ADI-2	7532-CAAV	Airfield Lighting Operation and Maintenance/Runways and Taxiways Visual Aids & Apron Visual Aids	03-05 days			1
ADI-4	7533-CAAV	Rescue and Firefighting	On request			1
ADI-3	7534-CAAV	Wildlife Hazard Management	02-05 days			1
ADI	7535-CAAV	Runway Safety	02-05 days			2
	7536-CAAV	Operational Hazard Identification and Risk Management/ Aeronautical Studies and Risk Analysis	03-05 days			2
	7537-CAAV	Accident/Incident Investigation	02-05 days			2
	7538-CAAV	Aerodrome Obstacles Evaluation	02-05 days			2
	7539-CAAV	Airside Safety Training	02-05 days			2
	7540-CAAV	Apron Safety and Operations Management	02-05 days	2		
	7541-CAAV	Foreign Object Debris (FOD) Prevention	02-05 days	2		
	7542-CAAV	Managing Operations During Construction	02-05 days	2		
	7543-CAAV	Emergency Preparedness and Contingency Planning	02-05 days	2		
	7544-CAAV	Enforcement Policy & Procedure	01-02 days	2		
7545-CAAV	Airport Master Planning	02-05 days	2			

### APPENDIX 3. TRAINING ROAD MAP FOR AERODROME INSPECTOR

6 months	1.5 years	
Induction Training	<b>Core Training Areas</b>	
Introduction to International Civil Aviation System	Basic Safety Oversight & Surveillance Auditing Techniques and skills Inspection & Maintenance of Movement Areas Inspection & Maintenance of Visual Aids & Electrical Systems Operating procedures and Safety measures Rescue and Fire Fighting	Regulatory Auditing Techniques and skills Aerodrome Data Aerodrome Physical Characteristics Low Visibility Operations Security Fencing & Lighting Electrical Systems Aerodrome Emergency Planning Wildlife Hazard Management Obstacles Restriction & Control Visual Aids for Navigation
Introduction to Vietnam Aviation Regulatory Framework and Delegation of Powers		
Overview of ICAO Annexes 14, 19 and guidance materials relevant to aerodrome operations		
Overview of job functions, procedures and processes within the CAAV		
Roles and Responsibilities of Aerodrome Inspector	<b>On-Job-Training</b>	
Departmental Procedure Briefing Overview of enforcement framework	Aerodrome Certification Aerodromes audit (in various Core Training Area) Aeronautical Study	Evaluation & Approval/Acceptance of key documents
Safety Management State Safety Programme Safety Management System		
Human Factors and Human Performance Limitations		



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**APPENDIX 4. TRAINING NEEDS ANALYSIS**

Name:

Position: Aerodrome Inspector

Date Compiled:

Minimum Qualifications Requirements (MQR) for the Position	MQR Already Possessed?	Type of Training Recommended				
		Introduction / initial	Core Training	On Job Training	Re-currency Training	Specialized / Advance / Professional Development Training

Employee:.....

Date: .....

AMD Director: .....

Date: .....

HR Director: .....

Date: .....

## APPENDIX 5: METHODOLOGY IN DETERMINING THE NUMBER OF AERODROME SAFETY INSPECTORS

AMD has developed and established the methodology in determining aerodrome safety inspector needs to carry out all safety oversight related task, including review and revision of regulations, training of technical staff, development of guidance material, issuance of approvals, conducting of surveillance and resolution of identified safety concerns. Basically, the number of inspectors required are derived from the following formula: [TOTAL MAN-DAYS REQUIRED FOR ALL RESPONSIBILITIES] divided by [TOTAL WORKING DAYS PER YEAR].

The details in determining aerodrome safety inspector needs are as follow:

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
<b>A</b>	<b>MAIN DUTIES OF AGA CASI</b>								
<b>I</b>	<b>Carry out all functions relating to the certification of aerodrome</b>			<b>372</b>					
	<b>Thực hiện các chức năng liên quan đến giấy chứng nhận khai thác cảng hàng không, sân bay</b>								
<b>1</b>	<i>Evaluate certification document from applicant</i>	1	4	4	1	1	1	1	All ADIs
	<i>Đánh giá hồ sơ, tài liệu từ người đề nghị</i>								
<b>2</b>	<i>Technical inspections of the infrastructure of the aerodrome and its equipment</i>								
	<i>Kiểm tra kỹ thuật cơ sở hạ tầng của sân bay và các thiết bị</i>								
<b>2.1</b>	<i>Obstacle restrictions</i>	1	16	16	0	16	0	0	ADI-2
<b>2.2</b>	<i>Physical characteristics (runways; taxiways; service roads; holding bays, runway-holding positions and intermediate holding positions...); Electrical system; Visual aids (markings; signs; lights; markers; indicators...)</i>	1	72	72	36	36	0	0	ADI-1; ADI-2
<b>2.3</b>	<i>RFF services (Level of protection; RFF personnel; Response; Rescue equipment...)</i>	1	16	16	0	0	0	16	ADI-4

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
2.4	<i>Wildlife Hazard Management (Equipment; Fences; Procedure for discouraging the presence of wildlife; Procedure for record and analyse the incidents, collect the wildlife's remains, monitor the corrective actions to be taken subsequently, report to the State incidents involving wildlife...)</i>	1	16	16	0	0	16	0	ADI-3
3	<i>Approval the Aerodrome Manual (all the procedures related to aerodrome certification that will be assessed by the on-site verification team are provided in the aerodrome manual)</i>	1	80	80	20	20	20	20	All ADIs
	<i>Xác minh dữ liệu và phê duyệt Tài liệu khai thác sân bay</i>								
4	<i>On-site verification of Aerodrome Operator's procedures and SMS</i>								
	<i>Xác minh các quy trình và hệ thống quản lý an toàn của người khai thác CHKS</i>								
4.1	<i>On-site verification of the operator's procedures</i>								
4.1.1	Aerodrome data and reporting;	1	4	4	1	1	1	1	All ADIs
4.1.2	Access to the movement area;	1	4	4	4	0	0	0	ADI-1
4.1.3	Aerodrome emergency plan;	1	8	8	0	0	0	8	ADI-4
4.1.4	Rescue and firefighting (RFF);	1	8	8	0	0	0	8	ADI-4
4.1.5	Inspection of the movement area;	1	4	4	4	0	0	0	ADI-1
4.1.6	Maintenance of the movement area;	1	4	4	4	0	0	0	ADI-1
4.1.7	Snow and ice control, and other hazardous meteorological conditions;	1	4	4	4	0	0	0	ADI-1
4.1.8	Visual aids and aerodrome electrical systems;	1	8	8	0	8	0	0	ADI-2
4.1.9	Safety during aerodrome works;	1	2	2	0	0	2	0	ADI-3
4.1.10	Apron management;	1	4	4	0	0	4	0	ADI-3
4.1.11	Apron safety;	1	4	4	0	0	4	0	ADI-3
4.1.12	Vehicles on the movement area;	1	4	4	0	0	4	0	ADI-3

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
4.1.13	Wildlife hazard management;	1	8	8	0	0	8	0	ADI-3
4.1.14	Obstacles;	1	4	4	0	4	0	0	ADI-2
4.1.15	Removal of a disabled aircraft;	1	4	4	0	0	4	0	ADI-3
4.1.16	Handling of dangerous goods	1	4	4	0	0	4	0	ADI-3
4.1.17	Low visibility operations;	1	4	4	0	0	4	0	ADI-3
4.1.18	Protection of sites for radar and navigation aids	1	2	2	0	2	0	0	ADI-2
4.1.19	Reporting of Runway surface conditions	1	4	4	4	0	0	0	ADI-1
4.1.20	Competence of Aerodrome Personnel	1	8	8	0	0	8	0	ADI-3
4.2	<i>On-site verification of the SMS</i>	1	16	16	0	0	16	0	ADI-3
5	<i>Analysis of the findings; approval non-compliance list; follow-up and monitoring of the related corrective action plans</i>	1	24	24	6	6	6	6	All ADIs
	<i>Phân tích các phát hiện; phê duyệt danh mục không đáp ứng; kiểm tra, theo dõi kế hoạch hành động khắc phục</i>								
6	<i>Issuance of the certificate</i>	1	8	8	2	2	2	2	All ADIs
	<i>Phát hành Giấy chứng nhận khai thác CHKSB</i>								
7	<i>Promulgation of the status of certification in the AIP</i>	1	24	24	6	6	6	6	All ADIs
	<i>Ban hành Giấy chứng nhận trên AIP</i>								
II	<i>Carry out comprehensive safety audit</i>			1500					
	<i>Thực hiện giám sát an toàn sân bay toàn diện</i>								
1	<i>Plan comprehensive aerodrome safety oversight (Periodically at least every 2 years as regulation on Clause 12 Article 8 Decree 05/2021/ND-CP dated 25/01/2021)</i>	0.5	8	4	1	1	1	1	All ADIs
	<i>Lập kế hoạch cho các hành động giám sát an toàn sân bay toàn diện (Tối thiểu 02 năm/lần theo quy định tại khoản 12 Điều 8 Nghị định 05/2021/NĐ-CP ngày 25/01/2021)</i>								
2	<i>On-site verifications</i>								



STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
	<i>Xác minh tại chỗ</i>								
2.1	<i>On-site verification of the operator's procedures</i>								
2.1.1	Aerodrome data and reporting;	11	4	44	11	11	11	11	All ADIs
2.1.2	Access to the movement area;	11	4	44	44	0	0	0	ADI-1
2.1.3	Aerodrome emergency plan;	11	8	88	0	0	0	88	ADI-4
2.1.4	Rescue and firefighting (RFF);	11	8	88	0	0	0	88	ADI-4
2.1.5	Inspection of the movement area;	11	4	44	44	0	0	0	ADI-1
2.1.6	Maintenance of the movement area;	11	4	44	44	0	0	0	ADI-1
2.1.7	Snow and ice control, and other hazardous meteorological conditions;	11	4	44	44	0	0	0	ADI-1
2.1.8	Visual aids and aerodrome electrical systems;	11	8	88	0	88	0	0	ADI-2
2.1.9	Safety during aerodrome works;	11	2	22	0	0	22	0	ADI-3
2.1.10	Apron management;	11	4	44	0	0	44	0	ADI-3
2.1.11	Apron safety;	11	4	44	0	0	44	0	ADI-3
2.1.12	Vehicles on the movement area;	11	4	44	0	0	44	0	ADI-3
2.1.13	Wildlife hazard management;	11	8	88	0	0	88	0	ADI-3
2.1.14	Obstacles;	11	4	44	0	44	0	0	ADI-2
2.1.15	Removal of a disabled aircraft;	11	4	44	0	0	44	0	ADI-3
2.1.16	Handling of dangerous goods	11	4	44	0	0	44	0	ADI-3
2.1.17	Low visibility operations;	11	4	44	0	0	44	0	ADI-3
2.1.18	Protection of sites for radar and navigation aids	11	2	22	0	22	0	0	ADI-2
2.1.19	Reporting of Runway surface conditions	11	4	44	44	0	0	0	ADI-1
2.1.20	Competence of Aerodrome Personnel	11	8	88	0	0	88	0	ADI-3
2.2	<i>On-site verification of the SMS</i>	11	16	176	0	0	176	0	ADI-3
3	<i>Prepare Audit/Inspection report</i>	11	8	88	22	22	22	22	All ADIs
	<i>Báo cáo kế hoạch thanh tra, kiểm tra</i>								
4	<i>Follow-up on corrective action plan, resolution of safety issues and report enforcement to the aviation inspectorate</i>	11	8	88	22	22	22	22	All ADIs

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
	<i>Theo dõi kế hoạch hành động khắc phục, giải quyết các vấn đề an toàn và chuyển thi hành xử phạt cho thanh tra hàng không</i>								
5	<i>Maintain and manage aerodrome records</i>	11	8	88	22	22	22	22	All ADIs
	<i>Duy trì và quản lý các biên bản làm việc</i>								
III	<b>Carry out aerodrome safety oversight</b>			1236					
	<b>Thực hiện kế hoạch giám sát an toàn sân bay</b>								
1	<i>Develop surveillance prgramme (Depend on compliance and the size of the airport)</i>	0.5	8	4	1	1	1	1	All ADIs
	<i>Xây dựng chương trình giám sát (Tùy thuộc vào sự tuân thủ và quy mô của sân bay)</i>								
2	<i>Continued aerodrome surveillance</i>								
	<i>Giám sát sân bay liên tục</i>								
2.1	<i>Technical inspections</i>								
2.1.1	Obstacle restrictions	11	8	88	0	88	0	0	ADI-2
2.1.2	Physical characteristics (runways; taxiways; service roads; holding bays, runway-holding positions and intermediate holding positions...); Electrical system; Visual aids (markings; signs; lights; markers; indicators...)	11	36	396	198	198	0	0	ADI-1; ADI-2
2.1.3	RFF services (Level of protection; RFF personnel; Response; Rescue equipment...)	11	8	88	0	0	0	88	ADI-4
2.1.4	Wildlife Hazard Management (Equipment; Fences; Procedure for discouraging the presence of wildlife; Procedure for record and analyse the incidents, collect the wildlife's remains, monitor the corrective actions to be taken subsequently, report to the State incidents involving wildlife...)	11	8	88	0	0	88	0	ADI-3
2.2	<i>Inspection of selected items</i>								
2.2.1	Aerodrome emergency plan;	11	4	44	0	0	0	44	ADI-4

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
2.2.2	SMS (Safety Management Manual; Status of Implementation; Compliance of SMS; Safety data reporting and recording system; Training, seminar, workshop...)	11	8	88	0	0	88	0	ADI-3
2.2.3	Other...								
3	<i>Prepare Audit/Inspection report</i>	11	8	88	22	22	22	22	All ADIs
	<i>Báo cáo kế hoạch thanh tra, kiểm tra</i>								
4	<i>Follow-up on corrective action plan, resolution of safety issues and report enforcement to the aviation inspectorate</i>	11	16	176	44	44	44	44	All ADIs
	<i>Theo dõi kế hoạch hành động khắc phục, giải quyết các vấn đề an toàn và chuyển thi hành xử phạt cho thanh tra hàng không</i>								
5	<i>Maintain and manage aerodrome records</i>	11	16	176	44	44	44	44	All ADIs
	<i>Duy trì và quản lý các biên bản làm việc</i>								
IV	<b>Management of change to procedures, equipment, infrastructures and special operations</b>			<b>1320</b>					
	<b>Quản lý sự thay đổi các quy trình, trang thiết bị, cơ sở hạ tầng và các khai thác đặc biệt</b>								
1	<i>Approval for the plan to ensure safety and security upon construction, renovation, upgrading, maintenance and repair of works, and installation and maintenance of equipment within aerodromes, which changes the plan to operate runways, taxiways, aprons or changes the plan to operate the system of air navigation equipment.</i>	22	8	176	44	44	44	44	All ADIs



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	<i>Chấp thuận phương án đảm bảo an ninh, an toàn đối với hoạt động xây dựng, cải tạo, nâng cấp, bảo trì, sửa chữa công trình, lắp đặt, bảo dưỡng, sửa chữa thiết bị trong khu vực cảng hàng không, sân bay có làm thay đổi phương án khai thác đường cất hạ cánh, đường lăn, sân đỗ tàu bay hoặc làm thay đổi phương án khai thác hệ thống thiết bị đảm bảo hoạt động bay</i>								
	Changes in the characteristics of infrastructures or the equipment;								
	Changes in the characteristics of the facilities and systems located in the movement area;								
	Changes in runway operations (e.g. type of approach, runway infrastructure, holding positions);								
	Changes to the aerodrome networks (e.g. electrical and telecommunication);								
	Changes to the organizational structure of the aerodrome								
	Changes to the operating procedures of the aerodrome								
2	<i>Changes that affect conditions as specified in the aerodrome's certificate;</i> <i>Cấp, cấp lại, sửa đổi nội dung Giấy chứng nhận khai thác cảng hàng không, sân bay</i>	11	8	88	22	22	22	22	All ADIs
3	<i>Changes to aerodrome infrastructure require procedures for putting into operation or temporary suspension (Runway, taxiway, apron...)</i> <i>Đưa công trình thuộc kết cấu hạ tầng sân bay vào khai thác hoặc đóng tạm thời công trình hoặc một phần công trình (đường cất hạ cánh, đường lăn, sân đỗ tàu bay...)</i>	22	8	176	44	44	44	44	All ADIs
4	<i>Updating of the aerodrome manual</i> <i>Sửa đổi Tài liệu khai thác sân bay</i>	22	40	880	220	220	220	220	All ADIs
<b>B</b>	<b>OVERHEAD</b>								

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
I	<b>Establish the Aerodromes Regulation and update according to the Law on Civil Aviation of Vietnam and referring to ICAO Standards</b>			80					
	<b>Thiết lập quy định về cảng hàng không, sân bay và cập nhật theo Luật Hàng không dân dụng Việt Nam, tham chiếu các tiêu chuẩn của ICAO</b>								
1	Annex 14, 19 and related Doc Phụ ước 14, 19 và các Hướng dẫn liên quan	5	40	200	50	50	50	50	All ADIs
2	Civil Aviation Law, Government Decree and Ministry Circular	5	40	200	50	50	50	50	All ADIs
	Luật Hàng không dân dụng Việt Nam, Nghị định của Chính Phủ và Thông tư của Bộ								
II	<b>Establish the technical guidelines related to the Airport Safety Operation and update existing document as per Aerodromes Regulation and ICAO annexes</b>			296					
	<b>Thiết lập các hướng dẫn kỹ thuật liên quan đến việc khai thác an toàn cảng hàng không, sân bay và cập nhật vào các tài liệu hiện có theo quy định về hàng không và Phụ ước của ICAO</b>								
1	Aerodrome Design, Operations and Safety Manual	1	40	40	10	10	10	10	All ADIs
	Sổ tay hướng dẫn thiết kế, khai thác, bảo đảm an toàn khai thác tại sân bay								
2	Aerodrome Inspection Manual	1	40	40	10	10	10	10	All ADIs
	Sổ tay Giám sát viên an toàn khai thác cảng hàng không, sân bay								
3	Aerodrome Certification Procedure Manual	1	16	16	4	4	4	4	All ADIs
	Sổ tay hướng dẫn cấp Giấy chứng nhận khai thác cảng hàng không, sân bay								
4	Guidance on Aerodrome Manual	1	16	16	4	4	4	4	All ADIs
	Sổ tay hướng dẫn lập Tài liệu khai thác sân bay								

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
5	Procedures for Accepting non-compliances in Aerodrome and Exemptions Policy	1	16	16	4	4	4	4	All ADIs
	Quy trình chấp thuận miễn trừ/nhân nhượng theo danh mục không đáp ứng tại sân bay								
6	Manual on evaluation of the outcome of the Aeronautical studies/Risk assessments	1	16	16	4	4	4	4	All ADIs
	Sổ tay hướng dẫn đánh giá kết quả Nghiên cứu hàng không/Đánh giá rủi ro								
7	Aerodrome Inspector Training Manual	1	16	16	0	0	16	0	ADI-3
	Sổ tay chương trình đào tạo giám sát viên an toàn khai thác CHKSB								
8	Wildlife Hazard Management Manual	1	16	16	0	0	16	0	ADI-3
	Sổ tay hướng dẫn kiểm soát chim, ĐVHD, vật nuôi tại CHKSB								
9	Guidance on Surface Movement Guidance and Control System (SMGCS)	1	40	40	0	40	0	0	ADI-2
	Sổ tay hướng dẫn Hệ thống kiểm soát và hướng dẫn di chuyển trên bề mặt (SMGCS)								
10	Other Advisory Circulars pertaining Airport Operation and Management	5	16	80	20	20	20	20	All ADIs
	Các Thông tư khác liên quan đến khai thác và quản lý cảng hàng không, sân bay								
III	<b>Aeronautical studies at aerodromes:conduct aeronautical studies when needed, if necessary in cooperation with other Departments.</b>	22	16	352	88	88	88	88	All ADIs
	<b>Nghiên cứu hàng không tại sân bay; quản lý (kiểm soát) nghiên cứu hàng không khi cần, phối hợp với các Phòng khác nếu cần thiết</b>								
IV	<b>Assist aerodrome operator for required technical advice and certification of safety concerns</b>	22	16	352	88	88	88	88	All ADIs

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
	Hỗ trợ người khai thác cảng trong việc đưa ra lời khuyên về các kỹ thuật được yêu cầu và các yếu tố liên quan đến an toàn khi cấp giấy chứng nhận								
V	<b>Accident/incident Investigation</b>								
	<b>Điều tra tai nạn, sự cố</b>			720					
1	Establish Investigation team, gather information	10	8	80	20	20	20	20	All ADIs
	Thành lập đội điều tra, thu thập thông tin								
2	Investigate, verify, analyse accident/incident	10	40	400	100	100	100	100	All ADIs
	Điều tra, xác minh, phân tích tai nạn/ sự cố								
3	Prepare report to concerned parties	10	8	80	20	20	20	20	All ADIs
	Chuẩn bị báo cáo tới với các bên liên quan								
4	Publish report and follow up corrective action	10	16	160	40	40	40	40	All ADIs
	Ban hành báo cáo và đưa ra cách hành động khắc phục sau đó								
VI	<b>Report</b>								
	<b>Báo cáo</b>			112					
1	Monthly Report	12	4	48	12	12	12	12	All ADIs
	Báo cáo tháng								
2	Quadrant report	4	8	32	8	8	8	8	All ADIs
	Báo cáo quý								
3	Half-year report	2	8	16	4	4	4	4	All ADIs
	Báo cáo 6 tháng								
4	Annual report	1	16	16	4	4	4	4	All ADIs
	Báo cáo năm								
VII	<b>Other</b>								
	<b>Khác</b>			784					
1	Implement Training Plan	1	320	320	80	80	80	80	All ADIs
	Thực hiện kế hoạch đào tạo								
2	Attend safety seminars	1	64	64	16	16	16	16	All ADIs
	Tham gia các hội nghị (hội thảo) chuyên đề về an toàn								

STT	Activity	Frequency (times/year)	Required man-hour/mission	Required man-hour/year	ADI-1	ADI-2	ADI-3	ADI-4	Aerodrome Inspector
3	Prepare for ICVM Corrective Action Plan for (AGA), ICAO's State Letter Handle...	10	40	400	100	100	100	100	All ADIs
	Chuẩn bị cho các hành động khắc phục theo khuyến cáo của ICAO trong đợt thanh tra đánh giá của ICAO, xử lý công thư của ICAO...								
<b>C</b>	<b>Total</b>		-	<b>7124</b>	<b>1765</b>	<b>1837</b>	<b>2211</b>	<b>1631</b>	

<i>04 full-time inspectors: 13 part-time inspectors</i>	
Full-time inspector = 1864 hours/year	
Part-time inspector (33%) = 615 hours/year	
<b>Hours for Inspectors' tasks (h)</b>	<b>4,428</b>
Hours for other Inspectors' tasks (h)	2,696
<b>Rate of overheads (%)</b>	<b>37.84</b>

<i>1,864 hours/year is equivalent to an 8-hour working day; work 5 days/week; 46.6 weeks/year</i>	<b>1,864</b>
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13	2.87	2.98	3.59	2.63
<b>Total number of Aerodrome Safety Inspectors</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>3</b>
<b>Number of days in the year</b>				<b>365</b>
Number of days Saturday and Sunday				104
Number of public holidays (Lunar New Year (5 days), New Year (1 day); Hung Kings Commemoration Day (1 day); Reunification Day April 30 & Labor Day May 1 (2 days); National Day holiday September 2 (2 days))				11
Sick leave				3
Employees' vacation days (ranges from 12-16 days)				14
<b>Number of working days</b>				<b>233</b>
<b>Number of working hours/years</b>				<b>1,864</b>

**Information on Overheads:** *Overheads are other tasks that an inspector may perform beyond his core inspection functions. These may include development of procedures, participation in rule development, training, or international work.*

**Estimated Overhead:** *The estimated overhead is expressed as a percentage of the inspector's time.*