



# Civil Aviation Management Training College



CAMTC



TRAINAIR  
PLUS

FULL MEMBER

Outline Of Courses

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## **Introduction**

**Course Calendar** 2 - 6

**Samples of CAMTC Course Fliers** 7 - 28

## PartII: Airports / Airline / Aviation Management & Operations

Code No.	Course Title	Duration in Weeks
1	Airport Management and Ground Handling	3
2	Apron Management & Follow me	8
3	Airport Operations	8
4	Airport Commercial Management	3
5	Airport Certification & Compliance	3
6	Airport Self Inspection	3
7	Airport Emergency Planning	2
8	Flight Safety Management - SMS Basic	3
9	Flight Safety Management - SMS Advanced	3
10	Aviation Audit Techniques	2
11	Aviation Environmental Affairs Management	3
12	Civil Aviation Management	2
13	Flight Dispatcher Course	13
14	Human Factors in Aviation	2
15	Air & Space Law	4
16	Aviation Standards & Consumer Protection	3
17	Aviation Regulations , Carrier Liability	3
18	Total Quality Management in Aviation	2
19	Aviation English Language & Terminology	2
20	Aviation English Level - 4	3
21	Aviation English for pilots students	4
22	Apron Tower Supervisor	3
23	Aircraft Marshaling Signals Course	2
24	Aviation Statistical Analyses	3
25	Airfield Management	3
26	Airport Terminal Management	2
27	Modern Trends in Human Resources Management	2
28	Aviation Crises Management	2
29	Ramp Safety	1
30	Runway Incursion	2
31	Customer Services (Basic)	2

33	Customer Services ( Advanced)	1
34	Airlines Basics / Interview Skills	3
35	Interview Skills For Flight Dispatcher	3
36	Interview Skills	2
37	Introduction To Airport Planning Organization and Operation Course	3
38	Introduction To Civil Aviation	3
39	Air Traffic Services Messages	1

### Part III. Aviation Security Courses

Code No.	Course Title	Duration in Weeks
1	AVSEC Flight Deck and Cabin Crew	3
2	AVSEC Flight Deck and Cabin Crew (REC.)	2
3	AVSEC Ground Services and Operations	4
4	AVSEC Airport Security Personnel	4
5	AVSEC Airline Security Personnel	4
6	Aviation Security Management	4
7	Aviation Crisis Management	5
14	Dangerous Goods Regulations (Class V:Radioactive Material)	4
9	Dangerous Goods Regulations ( Initial )	4
10	Dangerous & Hot Cargo Security	5

### Part IV: Aircraft Maintenance Engineering Courses

Code No.	Course Title	Duration in Weeks
073A	Basic Aircraft Maintenance (Airframe and Power plant)	124
073B	Basic course for Mechanical Engineers (Airframe and Power plant)	19
073C	Basic course for Aeronautical Engineers (Airframe and Power plant)	16
073F	Cessna 172 F (Airframe & power plant)	22+4
073G	Beech craft Baron 58 (Airframe&powerplant)	22+4



075A	Non Destructive Testing(level I)	3
075B1	PT(Dye – Penetrate test)levels I &II	1
075B2	MT(Magnetic Particles test) levels I&II	1
075B3	UT(Ultrasonic test) Levels I & II	2
075B4	ET(Eddy Current test) levels I & II	3

## Part V: Airport Engineering Courses

Code No.	Course Title	Duration in Weeks
104A	Airport Lighting (Basic for Engineers)	10
104B	Airport Lighting (Basic for Technicians)	8
104C	Airport Lighting (advanced for Technicians)	10
104D	Airport Lighting (advanced for Engineers)	8
105A	Airport Electro-mechanics (Basic for Engineers)	8
105B	Airport Electro-mechanics (Basic for Technicians)	12
105C	Airport Electro mechanics (Advanced for Engineers)	8
105D	Airport Electro mechanics (Advanced for Tech.)	8
105F	Central Air Conditioning	4
109A	Conveyor Belts and Scales Maintenance & Operation	4
109B	Pneumatic Control by PLC For Engineers	4
109C	Hydraulic Systems (General)	4
109D	Electric Motors and Drive Machines	4
109F	Controls of Proportional Hydraulics by Plc	3
101A	Airport Engineering-Planning ,Design & construction (Basic) For Engineers	5
101B	Airport Engineering-Planning, Design & construction (Advanced) For engineers	5
101C	Airport Engineering-Planning ,Design & construction (Basic) For Technicians	5
101D	Airport Engineering-Planning ,Design & construction (Advanced) For Technicians	5

## Part VI: Avionics Maintenance Engineering Courses

Code No.	Course Title	Duration in Weeks
076A	Basic Maintenance Avionics course	124
076B	Basic Avionics course for Engineers	16
076C	Cessna(172F) Avionics	6

## Part VII: Aeronautical Radio Maintenance Courses

Code No.	Course Title	Duration in Weeks
161A	Basic Aeronautical Radio Maintenance for Eng.	10
161A	Advanced Aeronautical Radio Maint. For Eng.	10
161C	Basic Aeronautical Radio Maintenance for Tech.	10
161D	Advanced Aeronautical Radio Maint. For Tech.	10
169D	Fiber Optics and laser Communications	2
162A	Fundamentals of Microwave & Radio	4
163A	Satellite Communication	4
163B	Digital Communications	4
163C	Radar Principle	4

Code No.	Course Title	Duration in Weeks
1	تنمية مهارات المدربين	1
2	فن الإتيكيت والمراسم	1
3	مهارات التفاوض الفعال	1
4	دراسة الجدوي الاقتصادية	1
5	تقديم العائد علي التدريب	1
6	مهارات المدير الفعال	1
7	ادارة الوقت	1
8	الثقة بالنفس وإدارة الذات	1
9	مهارات الاتصال الفعال	1
10	مهارات التسويق	1
11	إدارة الموارد البشرية	1
12	مهارات المقابلة الشخصية	1
13	بناء فريق عمل ناجح والعمل في جماعة	1

Code No.	Course Title	Duration in Days
14	T.O.T PLUS	2
15	دبلومة في التنمية البشرية	3
16	المهارات الادارية والسلوكية للمديرين	1
17	دورة مهارات كتابة المكاتبات الرسمية	1
18	مهارات الاتصال الفعال	1
19	الاساسية لأمناء المخازن	1
20	نظم وأساليب الشراء الخارجي	1
21	نظم وأساليب الشراء المحلي	1
22	الادارة الفعالة للمشتريات الدولية	1
23	الادارة الفعالة للمناقصات وعقود الشراء	1
24	التحليل المالي	1
25	الرقابة الداخلية	1
26	المحاسبة المالية لغير المحاسبين	1
27	ورش عمل للاستشارات التربوية علي ايدي خبراء متخصصين	1
28	العلاقات العامة	1
29	الجداريات الإدارية	1
30	ورش عمل في جميع المجالات	1
31	تنظيم المؤتمرات والاجتماعات والمعارض	1
32	مهارات التعامل مع كبار الشخصيات	1

### التطبيقات العملية للهندسة الالكترونية

Code No.	Course Title	Duration in Days
1	الأساسيات الكهربائية والالكترونيات	5
2	رسم تصميم الدوائر المطبوعة	5
3	التمديدات الكهربائية المنزلية	5
4	السلامة وفن التعامل مع الكهرباء ومخاطر الحريق	3
5	صيانة التليفزيون واجهزة الاستقبال والاقمار الصناعية	10
6	دبلومة متكاملة في صيانة الحاسوب	10
7	كاميرات المراقبة والدوائر التليفزيونية المغلقة	5
8	صيانة ماكينات التصوير والطابعات	5
9	صيانة شاشات LCD/LAD	5
10	موبايل سوفت وير	5
11	موبايل هارد وير	5
12	تكييف وتبريد	10

# Samples of CAMTC Course Fliers



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## **Basic Safety Management System (SMS)**

### **Course Objectives**

- To enhance participants' knowledge of safety management concepts
- To develop participants' knowledge and awareness of ICAO Standards and Civil Aviation Regulations
- To develop and enhance the participants' knowledge and skills to certify and oversee key components of a basic safety management system (SMS) in compliance with ICAO SARPs and national regulations.

### **Course Main Topics**

- Introduction to SMS
- Basic Safety Concepts
- Hazard Identification & Management
- Fundamentals of Risk Management
- SMS in ICAO Annexes and Documents
- SMS Civil Aviation Regulations
- Airport SMS Planning and Management
- Safety Management Systems for Air Operators
- SMS Operation Requirements
- Phased Approach to SMS Implementation

### **Who Should Attend**

- Airport Operations personnel and managers
- Civil Aviation Authority Officials
- Safety Personnel from civil aviation authorities
- Airline Operations personnel
- Air Traffic Services personnel

### **Course Duration**

- 3 Weeks

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## **Advanced Safety Management Systems**

### **Course Objectives**

- Provide guidance to airport safety managers in understanding and implementing Safety Management Systems at aerodromes/airports.
- Understand what safety management systems are and why they are now a legal requirement for aerodromes.
- Meet the legal responsibility to manage safety at aerodromes with a comprehensive, systematic approach.
- Fully integrate safety considerations into the business of operating aerodromes via the application of management controls to all processes critical to safety.
- Understand the steps to implement safety management systems at aerodromes.
- Evaluate safety management systems at aerodromes and identify required improvements.
- Determine what are safety management systems

### **Who Should Attend**

- Aviation Senior and Middle Managers.
- Aviation Safety Managers.
- Airline/Airports Ground Handling Managers.
- Representatives from Civil Aviation Authorities
- Members of Aerodrome / Airline Board of Directors.

### **Course Main Topics**

- Systems Management Concepts and culture.
- Traditional safety programs.
- The system safety approach.
- Airport responsibilities for safety.
- Airport safety management plan(s).
- Components of airport safety management systems.
- Airport safety policy.
- Implementing SMS at an airport.
- SMS and the aerodrome manual
- Regulating airport SMS
- Evaluating SMS

### **Course Duration**

- 2 Weeks

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## **Airport Certification Course**

### **Course Objectives**

- Assure airport compliance with the mandatory certification of airports/aerodromes.
- Provide the trainees with the knowledge and skills to assure that the airport/aerodrome meets or exceeds the requirements of ICAO's Annex 14 and Civil Aviation Regulations Find out how to meet the applicable specifications of the aerodrome certificate.
- Understand the relevant Standards and Recommended Practices.
- Examine and discuss your obligations as an airport operator.

### **Who Should Attend**

- Aerodrome operators, managers, planners and airside technical personnel.
- Civil aviation authorities, policy makers, inspectors.
- All who wish to better understand the airport certification process

### **Course Main Topics**

- ICAO Annex 14
- Civil Aviation Regulations - part 139
- ICAO Aerodrome mandatory requirements .
- Operational safety during construction
- Aeronautical Information Publications (AIPs)
- Apron safety management
- Airport Emergency Plan AEP
- Aerodrome inspection
- Safety management systems (SMS)
- Airport Certification manual

### **Course Duration**

- 2 weeks



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## **Airport Commercial Management (Basic)**

### **Course Objectives**

This course is designed for the Preparation for the successful Airport Commercial Management.

### **Who Should Attend**

- Airport middle managers and supervisors.
- Airport retailers.
- Airport operations personnel & managers.
- Airline managers interested in better understanding of the airport commercial functions.

### **Course Main Topics**

- Airport Competitive Environment:
- Airport Strategic Planning
- Airport Competitive Analysis
- Airport Marketing Mix and Strategy
- Airport Sustainable Development
- Improving Airport Non-Aeronautical Revenue
- Concession and Retail Planning and management
- Retail Marketing and Strategic Positioning
- Managing Airport Marketing Strategy

### **Course Duration**

- 2 weeks

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## **Airport Commercial Management (Advanced)**

### **Course Objectives**

- Develop airport managers skills for analyzing the marketplace
- Prepare effective airport commercial strategies to satisfy customer needs and counter competitor actions.
- Understanding of industry issues, strategies, and tools used by commercially-oriented airports. .
- Encourage interaction and discussion of global commercial best practices through team work and proposal formulation.
- Build participant confidence and competencies in leading and managing airport commercial development and sales efforts.

### **Who Should Attend**

- Airport middle and senior managers
- Airport commercial managers and personnel.
- Airport operators
- Airline managers

### **Course Main Topics**

- Airport Commercial Planning and Challenges
- Course Integration Exercise
- Strategic Intelligence and decision-making
- Airport Commercial Strategy
- Airport Economics
- Commercial Management
- Airport Retailing and Concession planning and Management.
- Air Terminal Planning
- Selection of Tenants & Concessionaires
- Communication and Promotion Planning
- Business Negotiations

### **Course Duration**

- 2 weeks

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## **Airline & Airport Security Operations**

### **Course Objectives**

- Manage and implement an effective security program for your airline and
- Enhance participant's current aviation security knowledge.
- Find out about the latest international security regulatory requirements.
- Plan, coordinate and implement effective preventive measures
- Ensure that all requirements relating to the security of each flight are adequately monitored
- Be better prepared to respond to an emergency
- Analyze the threat level against civil aviation
- Evaluate the risks against your airline

### **Who Should Attend**

- Airline security and operations managers
- Managers of passenger, catering, cargo, baggage handling and fueling
- Airport Security Managers

### **Course Main Topics**

- Elements aviation security
- National airline and airport security programs
- Prevention / protection risk analysis
- Threat evaluation and crisis management
- Forms of crime targeting the aviation industry
- Apply operational / security procedures in an international airport
- Role of security personnel within the aviation industry
- Airline / Airport related case studies

### **Course Duration**

- 1 week

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## **Aviation Security Management**

### **Course Objectives**

Build a safe and secure Air Transportation System through the implementation of enhanced regulations, reliable technology and best management practices and,

- Analyze critical areas of existing security practices and programs
- Learn to plan and implement the new aviation security programs
- Examine best practices and new programs
- Learn about security audits and inspections
- Participate in security management exercises

### **Who Should Attend**

- Civil aviation managers
- Managers of aviation security and rescue
- Airport and airline senior managers of safety, security and quality
- Managers of ground handling companies
- Risk management.

### **Course Contents**

- ICAO Annex 17 & Security Manual
- National Civil Aviation Security programs
- Ground Security & Perimeter Control
- Risk Management
- Bomb Threat management
- Airline Security Program
- Security of mail, cargo and other consignments
- Passenger & Baggage Screening
- Crisis Management
- Concealed Weapons
- Case studies in threat/bomb Management

### **Course Duration**

1 week

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## **Air Cargo Security**

### **Course Objectives**

- Master the principles of Cargo Security.
- Ensure implementation procedures
- Learn all the policies of air cargo security.

### **Who Should Attend**

- Cargo services and operational managers
- Cargo acceptance and handling staff
- Customs officers
- Security managers
- Risk management specialists
- Aviation and AVSEC inspectors
- Terminal and airport managers

### **Course Main Topics**

- The Threats and challenges to Civil Aviation
- Aviation Regulatory Authorities
- Principles of Air Cargo Security
- Cargo Security Acceptance
- Exemptions to Screening
- Recognition and Handling of Improvised Explosive Devices
- X-Ray Screening
- Cargo Terminal Access Control
- Employee Security Awareness
- Cargo Security Training
- Cargo Security Auditing
- Handling a Bomb Threat

### **Course Duration**

- 1 week

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## **Airport / Airline Security Operations**

### **Course Objectives**

- Improve participant's knowledge on the latest airport / airline security issues, threats and technological developments.
- Find out about the updated International Standards and Recommended Practices (SARPs)
- Learn to plan and implement airport security measures
- Develop and improve airport emergency response plans
- Evaluate airport security threats

### **Who Should Attend**

- Airport/Airline Security managers and officers
- Law enforcement personnel involved in airport operations
- Managers from companies involved in airport operations
- Government representatives involved in Security, Customs and Immigration

### **Course Main Topics**

- ICAO Annex 17 & Security Manual
- Global Civil Aviation Security Structure
- Threats & Risks to Civil Aviation
- Security Legislation and recommendations.
- Access Control gates
- Control of Passengers & Baggage
- Technology & Equipment in Security
- Counter Sabotage Measures
- Security and Passenger Facilitation
- Contingency Planning
- Response to Security Emergencies

### **Course Duration**

- 1 week

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## **Airport Emergency Planning**

### **Course Objectives**

Better understanding (on) how to plan, manage and coordinate emergencies at your airport. And,

- Understand what are international ICAO's Standards and Recommended Practice's for emergency planning at airports
- Meet the legal responsibility to manage emergencies at airport with a comprehensive, systematic approach
- Fully coordinate response plans with various outside agencies
- Develop table top and full scale emergency drills
- Evaluate crisis management systems at aerodromes and identify required improvements

### **Who Should Attend**

- Airport Senior Managers
- Airport Middle Managers
- Airport Emergency Managers/Coordinators
- Representatives from Civil Aviation Authorities
- ICAO Annex 17 & Security Manual
- Global Civil Aviation Security Structure
- Threats & Risks to Civil Aviation
- Security Legislation and recommendations.
- Access Control gates
- Control of Passengers & Baggage
- Technology & Equipment in Security
- Counter Sabotage Measures
- Security and Passenger Facilitation
- Emergency and contingency planning
- Response to Security Emergencies

### **Course Duration**

- 2 weeks



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## **Airport Total Quality Management**

### **Course Objectives**

- Provide the knowledge to develop a total quality management (TQM) strategy for achieving organizational effectiveness in an airport environment.
- Address the practicalities of conflicting agency agendas, and the always-important requirements
- Meeting the customer needs at the airport.

### **Who Should Attend**

- Airport Managers and Supervisors
- Civil Aviation Authority Managers
- Airline Station Managers
- Customs and Immigration Authority Managers
- Security Agency Managers

### **Course Main Topics**

- Quality history and background
- Quality concepts
- TQM principles and strategies
- Importance of TQM in an airport environment
- Challenges of applying TQM at airports
- Consider the practical uses of a TQM strategy at an airport
- Building TQM approach at airports
- Follow up and Continual Improvements

### **Course Duration**

- 1 week

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## **Aviation Environmental Affairs Management**

### **Course Objectives**

Find ways of reconciling the increasing demand for air transport and the need to mitigate its environmental impact and consider various ways to minimize environmental impact and,

- Understand the industry's latest challenges
- Develop skills to address, analyze and assist in the development of environmental policies and develop communication techniques.
- Learn how to develop specific evaluation methods for environmental assessment.
- Respond to environmental issues such as noise, local and global emissions, water/waste management and land use planning
- Develop an understanding of the role of ICAO's Committee on Aviation Environmental Protection (CAEP), IATA and other organizations

### **Who Should Attend**

- Civil aviation and regulatory authorities
- Airline and airport operators
- Airline and airport environment affairs managers
- Air navigation service planners
- Non-governmental organizations

### **Course Main Topics**

- Overview of the Aviation industry
- Environmental Management
- Sustainable Aviation
- Social, Economic and Environmental Impact and mitigation
- Regulatory and Institutional environmental Framework
- Airport Environmental monitoring & Management
- Crisis Communication
- Practical Exercises

### **Course Duration**

- 1 week

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## **Basic Apron Management & Ground Operations**

### **Course Objectives**

- Provide participants with a basic knowledge about aviation industry and airport areas ,
- Have a general knowledge about the management and control airport systems and operations
- General knowledge about the contents and follow up of civil Aviation regulations part 139
- Participate in formulating and follow up Airport Emergency Plan and airport safety and security
- Understand and manage different types of cargo operations.
- Understand the environmental impact and affairs in the field of airports
- General knowledge about aviation English and terminology in the field of airport operations

### **Who Should Attend**

- Airport apron management officials
- Follow me officers
- Airport operations managers and personnel
- Civil aviation authorities officials

### **Course Contents**

- An overview of the Aviation Industry
- Working in groups / Team Building
- ICAO Annex 14 , Aerodromes
- Aerodrome Rescue and Fire Fighting Service 9
- Theory of flight and aircraft Performance
- Meteorology
- Airport Environmental Affairs
- Airport Certification
- Airport Systems Inspection / practical
- ATS / AIS
- Airport traffic handling and Marshaling Services
- Airport Emergency Planning
- Civil Aviation Regulations - part 139
- Dangerous Goods Regulations
- Airport Safety and Security
- Communication skills
- Aviation English

### **Course Duration**

- 6 weeks

## **Aviation Standards and Consumer Protection Management**

### **Course Objectives**

- Enhance the participant's capabilities in monitoring, judging and auditing the level of services quality to assure customer satisfaction.
- To explore the relationship between the aviation services providers and their customers
- Identify key areas where cooperation and understanding can ensure the continued safe and economic growth of aviation
- Give the participants knowledge, skills and customer service attitude to anticipate and respond to the problems that customers face or complain of.
- Provide the knowledge needed to develop a total quality management (TQM) strategy for achieving organizational effectiveness in the aviation
- Illustrate the common aspects linking SMS to TQM in the field of aviation
- Clarify the importance of Consumer Protection Department, Its mission and organization alternatives.
- Enhance the participants communication skills
- Study the Consumer protection experiences and exercise some case studies

### **Who Should Attend**

- All aviation customers contact staff
- Aviation Customer services and public relations managers and staff.
- Auditors, Inspectors and consumer protection managers and officials.

### **Course Main Contents**

- The specific nature of Civil Aviation Services
- The need for quality and standardization in aviation services
- International and Regional Aviation Organizations
- Protection ( Safety ) versus production ( commercial Aspects )
- The Safety Program and SMSs
- SMS and TQM in the field of aviation
- The customers and consumers of :
  - Civil Aviation Authority
  - An Airline operations /maintenance
  - An Airport
  - An Air navigation provider
- The aviation environmental impacts assessment , monitoring and management
- The liability and contractual manner between an aviation services providers and the customers ( Air and Space Law Perspective )
- The societal responsibility of aviation services providers
- The importance and benefits of Customer Oriented Strategy
- The standards of targeted services provided by :

- Civil Aviation Authority
- An Airline
- An Airport
- An Air navigation provider
- CAAs role in retaining the targeted standards of services quality,
- Aviation Services Consumer Protection Mechanisms
- Consumer Protection Departments (CPD) mission, organization, officials recourses and tools.
- Communication Skills / working in groups
- Site visits to the concerned departments in :
  - MOCA : Customer Services Centre
  - CAC : Customer Information and Flight Displays
  - NANSO : Control Tower , Approach and ACC
- Consumer protection experiences and case studied  
**(Consumer's Rights)**

### Course Duration

- 3 weeks

## **Dangerous Goods Regulations (Dgr) (Initial)**

### **Course Objectives**

- Awareness of the legal requirements, operational restrictions and governing entities.
- Acquire the necessary skills to properly prepare and process dangerous goods shipments.
- Maximize cargo handling abilities by providing this value-added shipment type.
- Know how to apply dangerous goods compliance standards in the organization.
- Enhance your ability to identify any weak links in the handling procedures.
- Learn about the safety issues and how to apply them in the workplace.

### **Course Main Topics**

- Introduction to ICAO, Annex 18, and the Technical Instructions.
- DG (Dangerous Goods) Classification.
- Identification and the Dangerous Goods List.
- Packaging.
- Marking, Labeling.
- Documentation.
- Operator's Responsibilities
- Dangerous Goods Carried by Passengers and Crew.

### **Who Should Attend**

- Airline acceptance staff, shippers and freight forwarders.
- Cargo training and development specialists.
- Ground handling and load control staff.
- Regulatory compliance specialists.
- Transportation departments and civil aviation authorities' staff.
- Operations and station managers.
- Airport Operations staff.

### **Course Duration**

- 7 days

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## **Dangerous Goods Regulations (Dgr) Recurrent**

### **Course Objectives**

- Refresh the knowledge of the legal requirements, operational restrictions and governing entities.
- Acquire the necessary skills to properly prepare and process dangerous goods shipments.
- Find out how to apply dangerous goods compliance standards in the organization.
- Enhance the ability to identify any weak links in the handling procedures.
- Learn about the safety issues and how to apply them in the workplace.

### **Course Main Topics**

- Identification, classification, proper packaging, marking, labeling and documentation requirements.
- Exemptions and Approvals.
- Radioactive Material.
- Dangerous Goods Shipper Inspections.

### **Who Should Attend**

- Airline acceptance staff, shippers and freight forwarders.
- Cargo training and development specialists.
- Ground handling and load control staff.
- Regulatory compliance specialists.
- Transportation departments and civil aviation authorities' staff.
- Operations and station managers.
- Airport Operations staff.

### **COURSE DURATION / FEES**

- 3 days
- 850 USD or equivalent in LE

### **Minimum Number of Trainees**

- 6 trainee



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## **Dangerous Goods Regulations (Dgr)**

### **(Class 7: Radioactive Material)**

#### **Course Objectives**

- Find out about the recent updates to the IATA Dangerous Goods Regulations Revalidate your knowledge in accordance with the latest ICAO and IATA amendments and directives.
- Explore modifications instituted by other governing authorities, such as the IAEA (International Atomic Energy Agency).
- Maintain your position as a leader in the transportation of dangerous goods by air.

#### **Course Main Topics**

- ❖ Identification, classification, proper packaging, marking, labeling and documentation requirements.
- ❖ Exemptions and Approvals
- ❖ Radioactive Material.
- ❖ Operator Dangerous Goods Inspections
- ❖ Radiation protection programs.
- ❖ Dangerous Goods Shipper Inspections.

#### **Who Should Attend**

- Airline and cargo acceptance staff needing to meet recurrent training requirements.
- Personnel from Departments of Transport and Civil Aviation Authorities.
- Compliance and regulatory specialists.
- Cargo training and development specialists.
- Shippers and freight forwarders.
- Ground handling and load control staff.

#### **Course Duration**

- 5 days

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## **Flight Dispatcher Course**

### **Course Objectives**

To prepare applicants to take the comprehensive Federal Aviation Administration through the following:

- learn about the responsibilities and skills necessary to function as an efficient part of any airline operation control center (AOC)
- learn about the duties and responsibilities of the aircraft dispatcher
- Study various sophisticated automation systems (flight planning, flight following, weather analysis, etc.),
- Acquire in-depth knowledge of commercial aviation dispatch procedures, work rules, local and international regulations
- Know how to deal with the sophisticated electronic flight planning systems

### **Who Should Attend**

- Individuals seeking an Aircraft Dispatcher career
- Flight operations officers.
- Pilots planning to prepare for (or retake) the ATP while increasing their backup career options.
- Management & Administration staff whose career currently involves airline operations
- Aviation Vendors or those who are seeking careers with aviation vendors
- Flight Ground Services Staff and Managers

### **Course Content**

- Aviation English
- Weather & weather charts
- Communications systems & skills
- Air Traffic Services & airspace organization
- Navigation Principles & systems
- Airport Operations , lightening and aircraft handling
- Aerodynamics, Aircraft Systems
- Weight and Balance & Aircraft Performance
- Rules and Regulations
- Human Factors in aviation
- Flight Planning procedures

### **Duration /Fees**

- 13 weeks-3050 \$ or(Equivalent in L.E.)
  - Special Rates for Packages more than five trainees

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## **Civil Aviation Management**

### **Course Objectives**

- Exploring the Civil Aviation Management strategies
- Explore and discuss the best ways of executing efficient and effective civil aviation regulatory and operational services
- Define and discuss the best ways to enhance safety and commercial operation of civil aviation services.
- Know and practice the scientific way of resolving problems and issues, applying the learned concepts and principles
- Study the scope of activities under a civil aviation administration
- Obtain the management tools to do the job effectively
- Discuss human factors , hazards and risk management in civil aviation
- Importance and application of TQM in civil aviation

### **Who Should Attend**

- Director and managers in civil aviation authorities
- Director and managers of airports
- Director and managers of ATM departments
- Director and managers of airlines

### **Course Content**

- Overview of Civil Aviation
- Management fundamentals and principles
- Civil aviation services standards and customer protection
- Commercial management of civil aviation,
- CAA facilitations
- Economic Regulations Commercialization , PSP
- Total Quality Management
- Safety & Security Management Systems
- Civil aviation hazards assessment & Risks management
- Human Factors in Civil Aviation.
- Team building & Working in groups
- Communication skills
- Managing change in civil aviation

### **Duration**

- 3 weeks - Condensed in two weeks

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## **Aviation Regulatory Policy Carrier's Liability And Regulatory Aviation Insurance Course**

### **Course Objectives**

- A comprehensive knowledge of carrier's liability
- To define the concepts of a carrier and a passenger
- To clarify the Carriers' Liability Insurance (CLI) schemes
- To discuss and clarify the requirements for Compliance with CLI
- Regulatory aspects of CLI in the international law and treaties
- To discuss and clarify the responsibility of CAA regarding CLI
- To discuss the ways of monitoring and reporting CLI Compliance
- To discuss the cases of canceling CLI Compliance certificate
- To explain the policy of carrier's unlimited liability

### **Who Should Attend**

- Civil Aviation Authorities Directors & Managers
- Civil Aviation Authorities Lawyers
- Air Transport Specialists
- Civil Aviation Contracts specialists
- Airline legal and commercial directors & Managers

### **Course Main Topics**

- Overview of Aviation Policy regarding carriers liability
- The concepts of a carrier and a passenger
- Carrier's liabilities and obligations
- An overview to Carrier's liability insurance ( CLI )
- Carrier's liability insurance Schemes
- CAAs responsibility to Administer the CLI Scheme
- Changes Affecting a Carrier's Insurance Coverage
- CLI key legislative aspects and treaties
- Application for a Certificate of Compliance
- Compliance Monitoring and Reporting
- Cancellation of Certificates of Compliance
- Performance Measures and Self-auditing
- The concept of Unlimited Liability for Air Carrier

### **Duration & Fees**

- 4 weeks

## إدارة وتشغيل كباري التحميل

### الهدف من البرنامج

- التعرف على تصميم وتنظيم المهبط ونظم إدارته
- التعرف على تشريعات الطيران المدني الجزء ١٣٩ الخاص بالمطارات
- التعرف بمتطلبات الأمن والسلامة بالمهبط
- التعرف بكباري التحميل وجدوى إستخدامها
- التعرف بنظم التشغيل الميكانيكى والكهربائى لكباري التحميل
- التعرف بالمحاذير ومتطلبات الأمن والسلامة فى تشغيل كباري التحميل
- التدريب العملى على التشغيل الميكانيكى لكباري التحميل
- التدريب العملى على التشغيل الكهربائى لكباري التحميل
- التعرف بقواعد وإشارات التوجيه اليدوى للطائرات بالمواقع غير المجهزة
- تأهيل مسئولى تشغيل كباري التحميل
- التعرف بالعوامل البشرية فى أمن وسلامة المهبط

### الموضوعات الرئيسية

- فكرة عامة عن تصميم المهبط ونظم إدارته
- تشريعات الطيران المدني الجزء ECAR139 الخاص بالمطارات
- فكرة عامة عن نشأة وتطور كباري التحميل
- التعرف بكباري التحميل ، أهميتها ، وظائفها
- الأجزاء الميكانيكية لكباري التحميل
- التشغيل الميكانيكى لكباري التحميل : النظام والمحاذير
- نظام التشغيل الكهربائى لكباري التحميل : النظام والمحاذير
- النظام الميكانيكى لكباري التحميل ( تدريب عملى )
- النظام الكهربائى لكباري التحميل ( تدريب عملى )
- الإرشاد اليدوى والإشارات للدخول والخروج من الموقع ( Marshaling )
- تشغيل كباري التحميل بواسطة ضباط الإرشاد
- العوامل البشرية فى سلامة وأمن المهبط
- نظم الأمن والسلامة بالمهبط

### لمن يوجه البرنامج ( المرشحين للحضور )

- العاملين بإدارات الإرشاد بالمطارات
- العاملين بإدارات الخدمات الأرضية بالمطارات
- مسئولى ترخيص المطارات بشركات المطارات
- مسئولى ترخيص المطارات بسلطة الطيران المدني المصرى
- العاملين فى مجال عمليات المطارات وإدارة الحركة الأرضية
- مشرفى ومنسقى المهبط وبرج الحركة الأرضية
- العاملين فى مجال إرشاد الطائرات

### المدة

- أسبوعان ( أسبوع نظرى - أسبوع عملى )

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