



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC- AIS 003C**

Job Description for AIS Staff

1.0 PURPOSE

This Advisory Circular (AC) is issued to provide general information and guidance on the development of training programme for personnel engaged in the provision of AIS Services.

2.0 REFERENCES.

- 2.1 ICAO Doc 8126 - AIS Manual
- 2.2 ICAO Doc 7192 – AIS Training Manual
- 2.3 ICAO Doc 8697 - Aeronautical Charts Manual
- 2.4 ICAO Doc 10066- PAN-AIM
- 2.5 Manual Of Standard for ANS Part III ,Section3, Chapter 3.9.1

3.0 GUIDANCE AND PROCEDURES

3.1 General

3.1.1 Regulation 25.065 (a) (14), Civil Aviation (Aeronautical Information Service) Regulation, requires an applicant of Aeronautical Information certificate to develop AIS training programme for AIS staff.

3.1.2 Formal training of AIS personnel shall be carried out in aviation training institutions recognised by the Authority. This is essential as it will ensure that AIS training is standardized and meets the operational requirements of AIS.

3.1.3 The Aeronautical Information Service Providers shall develop and implement training programme for all personnel involved in the provision of AIS services basing on the guidelines in this advisory circular.

3.2 Structure of the AIS Training

3.2.1 The AIS training programme shall be structured to include the following:

- a) basic training;
- b) On-Job-Training
- c) currency training
- d) refresher training
- e) advanced training;
- f) specialized training

3.2.2 The AISP in developing and implementing the AIS training programme shall structure it as reflected in 3.2.1 above and may include the following;

- a) Induction Training
- b) Basic AIS Training

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- c) ICT Training
 - d) AFTN/AMHS Procedure Training
 - e) Pre Basic PANS OPS Training
 - f) AIXM Training
 - g) Quality Management Systems Training
 - h) QMS Internal Auditor Training
 - i) Computer Training
 - j) AIS Data base administrator Training
 - k) AIS Supervisory Management Training
 - l) AIS Cartography trainings
 - m) Management Training
 - n) Safety Management Systems Training
 - o) AIP Production Trainings
 - p) E-AIP Production Trainings
 - q) NOTAM management Training
 - r) Automated AIS system Training

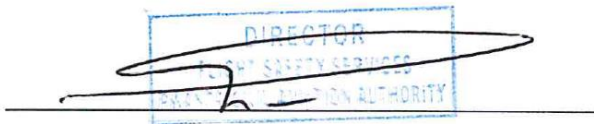
3.3 Training records

3.3.1 The AISP shall ensure that training records, including OJT are properly kept for inspection.

3.3.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.

3.4 Requirement for approved curriculum

3.4.1 The AISP shall develop training programme for the AIS personnel as required by this circular.



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