



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC-SAR002A**

SAR STAFF TRAINING PROGRAM

1.0 PURPOSE

1.1 In order to satisfactorily accomplish the functions and activities of search and rescue services, there is need to establish a search and rescue organization with skilled and competent staff to administer the services. Under regulation 32.080, the SAR organisation shall ensure that SAR personnel maintain a basic level of competency in recurrent / refresher training that includes knowledge about updates in ICAO provisions and other provisions pertaining to SAR. Search and rescue personnel shall be provided with regular training and appropriate search and rescue exercises shall be arranged. Therefore, SAR service providers are required to develop and implement training programmes for SAR personnel.

1.2 This Advisory Circular (AC) is issued to provide general information and guidance on the development of training programmes for personnel engaged in the provision of SAR Services. The SAR service Provider in coordination with the Air Traffic services provider shall develop and implement training programmes for all personnel involved in the provision of SAR Services.

2.0 REFERENCES.

- 2.1 Part 32-Search and Rescue Services
- 2.2 Part 22 – Air Traffic Services
- 2.3 ICAO IAMSAR Manual Doc 9731
- 2.4 Volume I – Organization and Management
- 2.5 Volume II - Mission Co-ordination
- 2.6 Volume III - Mobile Facilities

3.0 GUIDANCE AND PROCEDURES

3.1 General

3.1.1 Formal training of SAR personnel shall be carried out in aviation training institutions. This is essential as it will ensure that SAR training is standardized and meets the operational requirements of search and rescue.

3.1.2 The SAR training provided to SAR personnel must be aligned to the three general levels of co-ordination in the SAR system. However, On-Scene SAR Coordinators may be provided by organizations like the armed forces or other specialized organizations.

3.1.2.1 SAR Coordination - SAR Coordinator are the top level SAR managers. The ATS provider shall designate one or more persons as the SAR Coordinator(s). The overall responsibility of the SAR coordinators include;

- a) establishing, staffing, equipping and managing the SAR system;
- b) establishing RCCs and rescue sub-centres (RSCs);
- c) providing or arranging for SAR facilities;
- d) co-ordinating SAR training; and
- e) developing SAR policies

3.1.2.2 SAR Mission Co-ordinator - Each SAR operation is carried out under the guidance of a SAR Mission Co-ordinator. This function exists only for the duration of a specific SAR incident and is normally done from the Rescue Coordination Centre. The SAR Mission Co-ordinator may have assisting staff. The SAR Mission Co-ordinator guides a SAR operation until a rescue has been effected or it becomes apparent that further efforts would be of no avail. The SAR Mission Co-ordinator should be well trained in all SAR processes, be thoroughly familiar with the applicable SAR plans, and;

- a) gather information about distress situations
- b) develop accurate and workable SAR action plans
- c) dispatch and co-ordinate the resources to carry out SAR missions

3.1.2.3 On-Scene Co-ordinator (Level 3) - When two or more SAR facilities are working together on the same mission, one person on-scene may be needed to co-ordinate the activities of all participating facilities. When this function is performed by the ANSP, specialized training is required for that purpose.

3.2 Structure of the SAR Training

3.2.1 The SAR 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 SAR service provider and /or ATS Provider, in developing and implementing the SAR training programme shall structure it as reflected in 3.2.1 above and may include the following;

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- a) Induction Training
 - b) SAR Coordinators Course
 - c) SAR Mission Coordinators Course
 - d) On-Scene Co-ordinator
 - e) SAR Administration Course
 - f) Computer Training
 - g) Human Factors Principles

The training details shall be as follows;

a) Basic training

- a. Air traffic control course (aerodrome, approach and area/airways)
- b. Aeronautical Search and Rescue Operations course

b) Specialized training

- a. Aeronautical Search and Rescue Mission Coordinator Course
- b. Search and Rescue Administrator Course

c) On-the-Job Training

The SAR agency shall ensure that OJT programmes are conducted before any individual can be approved to carry out specified duties. The SAR agency shall engage qualified OJT instructors to carry out specialized training.

3.3 Categories of personnel to be trained

The following categories of personnel are covered by this circular

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- a) Search and rescue staff
 - b) SAR Mission Coordinators

3.4 Approved training organizations

The RCAA shall recognise training conducted at any approved institution.

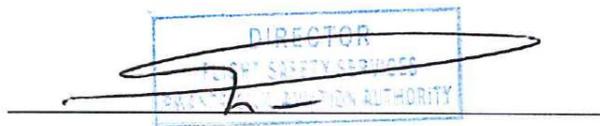
3.5 Training records

3.5.1 The SAR service provider and /or ATS Provider shall ensure that training records, including OJT are properly kept for inspection.

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

3.6 Requirement for approved curriculum

3.6.1 The ATS Provider shall develop training programme for the SAR personnel as required by this circular.

A handwritten signature in black ink is written over a blue rectangular official stamp. The stamp contains the text: "DIRECTOR", "FLIGHT SAFETY SERVICES", and "RWANDA CIVIL AVIATION AUTHORITY".

Director Flight Safety Services
Rwanda Civil Aviation Authority