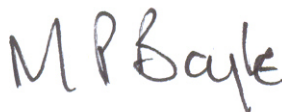


POLICY STATEMENT 48 | Training Policy**UNCONTROLLED DOCUMENT WHEN PRINTED****Effective date of Implementation:** 24 February 2016**Rationale:**

ASSI and the OTAA's are required to comply with ICAO standards for the management, design and implementation of training programmes for each technical staff position in order to develop and maintain competence in their staff. The purpose of this policy is to have a joined up approach to training across the OTAA's and ASSI that meets with ICAO requirements.

Policy Statement:

1. Each OTAA and ASSI are responsible for the management of training and competency profiles for their staff to ensure competence is achieved and maintained. Training records and evaluation of training will be conducted individually by each organisation.
2. In line with ICAO requirements, each OTAA and ASSI will plan for initial, OJT, specialised and recurrent training within their programmes as appropriate to their staff.
3. Each OTAA and ASSI is required to develop training plans for each of their technical staff and support staff. This must be appropriately funded and training must be planned so that it is implemented within an agreed and reasonable timescale.
4. All new starters to the OTAA's and ASSI will complete an induction programme to the organisation. New starters, and those new to their role, will additionally complete an OJT programme for their role as well as other training identified in the training programme for that discipline.
5. ASSI will provide support to OTAA's in the delivery of training that affects more than one OTAA. This process is dependent on submission of training needs from the OTAA's.
6. ASSI will maintain and make available a set of regulatory competencies for staff roles that will be developed in consultation with the OTAA's.



Signature: ----- Maria Boyle, CEO Air Safety Support International