

## Regulatory Competencies Profiles and Training Guidance

### Competency Profiles

Each job will require regulatory process competencies and conduct competencies. It may also contain additional technical knowledge/skills competencies. The level of process competency will also be defined.

The profiles below list the competencies that ASSI promotes as being appropriate for the job roles shown.

[Aerodrome Inspector](#)

[Airworthiness Inspector](#)

[Flight Operations Inspector](#)

[Licensing Officer](#)

[ATS Inspector](#)

[CNS/ATM Inspector](#)

[Dangerous Goods Inspector](#)

[Aeronautical Information Services Inspector](#)

[Meteorological Services Inspector](#)

[Aeronautical Charts Inspector](#)

At the end of each of the profiles, there is guidance on initial and recurrent training.

Additional competencies that could be included in any of the job roles above are:

[Search and Rescue](#)

[Contract oversight of Regulatory Activities](#)

[Instrument Flight procedures](#)

Training guidance is provided at the end of this document for these areas.

# Regulatory Competency Profile

Name: -----

Job Role: **Aerodrome Inspector**

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## Process Competencies:

Organisation approval	Operational Level
Audits and assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Technical Procedures	Operational Level
Human Factors	

## Additional Technical Knowledge/Skills Competencies

- Wildlife Hazard Management
- Aircraft Fuelling and Fuel Installation management
- Oversight of Rescue and Fire fighting Regulation
- Rescue and Firefighting regulation

Depending on job role these areas of competence might also be included:

- Search and rescue
- Aeronautical Information Service
- Training
- Management

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Organisational Approval**

### Initial

Formal training is recommended on the certification process. Courses are provided by NAAs, some of these are appropriate as introductory courses and some, such as

the FAA ICAO Aerodrome Inspector's course, are more appropriate as advanced training.

A programme of OJT is also recommended, this can be internal, in another OT or ASSI or via an NAA.

### **Recurrent**

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Attendance at ASSI aerodrome technical seminar.

### **Frequency**

Annual

- **Audits and Assessments**

#### **Initial**

Formal training is recommended with a programme of OJT. The OJT programme should include practical assessment of the individual by a senior member of ASSI or the OT.

### **Recurrent**

Periodic formal refresher training and internal quality audits.

### **Frequency**

Every 5 years

- **Assessment of QMS**

#### **Initial**

Formal training is recommended, which may be part of the Audit training.

### **Recurrent**

Periodic recurrent training

### **Frequency**

When changes require it

- **OTARs and Legislation**

#### **Initial**

Formal training is recommended on the legal system which supports the OTARs and on aviation legislation generally. OJT /self study on the relevant OTARs and OTACs.

### **Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at ASSI aerodrome technical seminar.

### **Frequency**

Every 3 years

- **Analysis**

#### **Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Assessment of Safety Management Systems**

**Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

**Initial**

Formal training and mentoring/OJT.

- **Human Factors**

**Initial**

Formal training is recommended.

- **Technical Procedures**

**Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Wildlife Hazard Management**

**Initial**

Formal training is recommended. This may be a separate course or included as a subject in a broader course on aerodrome regulation.

**Recurrent**

Attendance at relevant conferences, ICAO meetings.

**Frequency**

Every 5 years

- **Aircraft Fuelling and Fuel Installation management**

**Initial**

Formal training is recommended either as a module in a course or as a separate course.

**Recurrent**

Attendance at relevant conferences, ICAO meetings.

**Frequency**

Every 5 years

- **Oversight of Rescue and Firefighting Regulation**

**Initial**

This competency is for those who have not got experience in the role of Rescue and Fire Fighting and who are therefore contracting in the expertise. Formal training in basic firefighting is recommended together with OJT preferably with an RFFS regulator.

- **Rescue and Firefighting Regulation**

**Initial**

OJT in the regulatory requirements of RFFS.

**Recurrent**

Maintain technical competency in rescue and firefighting via formal refresher training.

- **Search and Rescue**

Tba

- **Aeronautical Information Service**

Formal training course is recommended.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: **Airworthiness Surveyor**

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## Process Competencies:

Product /Equipment Approvals and Certification	Operational Level
Organisation approval	Operational Level
Audits and Assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Personnel Licensing	Supervisory Level
Examinations	Operational Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on the job role, the following may be applicable:

- Management
- Training
- Ramp Checks of Foreign Operators and AOC Holders
- Ageing Aircraft Systems
- Assessment of Airworthiness Aspects of Special Ops
- Assessment of MEL for Continued Airworthiness
- Understanding FAA/EU/Transport Canada Regulations
- Composite Materials
- Approval of Design Changes
- Non-Destructive Testing
- Maintenance programmes

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Product/Equipment Approvals and Certification**

### Initial

Formal training is recommended on the type certification process either as a module on a broader course or as a separate course. Courses are provided by NAAs. This is in order to understand the process by which the accepted NAAs issue Certificates of Airworthiness upon which the OTAR approval is based. Design approval training may also be relevant in order to understand the processes of the accepted NAAs upon which modifications are approved. A programme of OJT is also recommended to understand the procedures for issuing Certificates of Airworthiness which are followed.

### Recurrent

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Attendance at ASSI airworthiness technical seminars, avionics training.

### Frequency

Annual

- **Organisational Approval**

### Initial

OJT on the approval processes and technical procedures. Advanced training in this area could include EASA or FAA training on Part 145.

Formal training in continued airworthiness, Part 39 and OJT on the processes and technical procedures.

### Recurrent

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Attendance at ASSI airworthiness technical seminars.

### Frequency:

Annual seminar topics as required

- **Audits and Assessments**

### Initial

Formal training is recommended with a programme of OJT. The OJT programme should include practical assessment of the individual by a senior staff member.

### Keeping current:

Periodic formal refresher training and internal quality audits.

### Frequency:

Every 5 years

- **Assessment of QMS**

**Initial**

Formal training is recommended, which may be part of the Audit training.

**Recurrent**

Periodic recurrent training

**Frequency**

When changes require it

- **OTARs and Legislation**

**Initial**

Formal training is recommended on the legal system which supports the OTARs and on aviation legislation generally.

**Recurrent:**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at ASSI aerodrome technical seminar.

**Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

**Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills. Initial training only.

- **Assessment of Safety Management Systems**

**Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

**Initial**

Formal training and mentoring/OJT.

- **Personnel Licensing**

**Initial**

OJT with licensing officer in OTAA or ASSI.

- **Examinations**

**Initial**

OJT and self learning on relevant aircraft type. This is advanced training and may involve non-technical training in questioning skills and assessing

- **Human Factors**

**Initial**

Should the engineer not have this as part of their licence, formal training is recommended.

**Recurrent**

Training on changes in regulation in this area and developments in approach to subject

**Frequency**



Every 5 years

- **Technical Procedures**

**Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Ramp Checks of Foreign Operators and AOC Holders**

**Initial**

OJT on the procedure and conduct a minimum of 6 ramp inspections with a current competent ramp inspector.

Recommend that within a team one person completes formal training to enable them to conduct OJT for other team members.

**Recurrent**

Annual review of issues arising from conducting ramp checks in the UK Territories.

**Frequency**

Currency to be maintained annually by conducting 6 ramp inspections per calendar year.

- **Ageing Aircraft Systems**

**Initial**

Formal training on Fuel Tank Safety training and EWIS.

**Recurrent**

Currency to be maintained by attendance at relevant conferences and symposia.

**Frequency**

Every 2 years

- **Assessment of Airworthiness Aspects of Special Ops**

**Initial**

OJT from Airworthiness Surveyor

**Recurrent**

Currency to be maintained by involvement in the approval issue. If no approvals have been issued in a two year period, refresher training should be conducted.

- **Assessment of MEL for Continued Airworthiness**

**Initial**

OJT from Airworthiness surveyor

**Recurrent**

Currency to be maintained by involvement in the assessment of an MEL. If no involvement has occurred in a two year period, refresher training should be conducted.

- **Understanding FAA/EU/Transport Canada Regulations**

**Initial**

Self-study on FAA/EU/Transport Canada regulations

**Recurrent**

Research and keeping up to date with changes to FAA/EU/TC regulations

- **Composite Materials**

**Initial**

Formal course on composite materials

**Recurrent**

Currency to be maintained by attendance at relevant conferences and symposia.

**Frequency**

Every three years

- **Approval of Design Changes**

**Initial**

Self study of CAR 21, FAR 21 and EASA 21.

OJT with Airworthiness Surveyor

**Recurrent**

Maintain currency by issuing Certification Notes.

- **Non-Destructive Testing**

**Initial**

Formal training – familiarisation with the various different techniques/levels and processes for NDT.

**Recurrent**

This will depend on the frequency that a Surveyor needs to assess NDT testing arrangements – if this is infrequent, then refresher training will be required.

- **Maintenance Programmes**

**Initial**

Formal training in Maintenance Programme management

OJT from an Airworthiness Surveyor

**Recurrent**

OJT and/or formal training

**Frequency**

Every 4 years

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: **Flight Operations Inspector**

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## Process Competencies:

Organisation approval	Operational Level
Audits and assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Personnel Licensing	Supervisory Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Dangerous Goods
- Management
- Training
- Ramp Checks of Foreign Operators and AOC Holders
- Understanding FAA/EU/TC regulations

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Organisational Approval**

### Initial

Formal training is required on issuing AOC approvals. Courses are offered by various NAAs including the FAA and UK CAA. The formal training should be followed by OJT on OTARs and technical procedures.

### Recurrent

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Attendance at ASSI Flight Operations technical seminars.

Annual maintenance of flying currency in relevant types of aircraft on the register either on a simulator or by flying the aircraft.

**Frequency:**

Annual seminar topics as required

- **Audits and Assessments**

**Initial**

Formal training is recommended with a programme of OJT. The OJT programme should include practical assessment of the individual by a senior member of staff.

**Recurrent**

Periodic formal refresher training

**Frequency**

Every 5 years

- **Assessment of QMS**

**Initial**

Formal training is recommended, which may be part of the Audit training.

**Recurrent**

Periodic recurrent training

**Frequency**

When changes require it

- **OTARs and Legislation**

**Initial**

Formal training is recommended on the legal system which supports the OTARs and on aviation legislation generally.

**Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at ASSI Flight Operations technical seminar.

**Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

**Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills. Initial training only.

- **Assessment of Safety Management Systems**

**Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

**Initial**

Formal training and mentoring/OJT.

- **Personnel Licensing**

**Initial**

OJT with licensing officer in OTAA or ASSI.

**Recurrent**

Self study on changes within ICAO.

**Frequency**

When changes in ICAO occur.

- **Human Factors**

**Initial**

Formal training is required (CRM)

**Recurrent**

For those line flying, they should receive HF recurrent training as part of their pilot currency. If not line flying, then should have recurrent training every 3 years covering all of the CRM modules.

**Frequency**

If line flying – annual

If not line flying – every 3 years

- **Technical Procedures**

**Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Ramp Checks of Foreign Operators and AOC Holders**

**Initial**

OJT on the procedure and conduct a minimum of 6 ramp inspections with a current competent ramp inspector.

Recommend that within a team one person completes formal training to enable them to conduct OJT for other team members.

**Recurrent**

Annual review of issues arising from conducting ramp checks in the UK Territories.

**Frequency**

Currency to be maintained annually by conducting 6 ramp inspections per calendar year.

- **Understanding FAA/EU/Transport Canada Regulations**

**Initial**

Formal courses on the different regulations

**Recurrent**

Research and keeping up to date with changes to FAA/EU/TC regulations

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: **Licensing Officer**

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## Process Competencies:

OTARs and legislation	Operational Level
Analysis	Operational Level
Enforcement	Operational Level
Personnel Licensing	Operational Level
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Management
- Training

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **OTARs and Legislation**

### Initial

Formal training is required on the legal system which supports the OTARs and on aviation legislation generally. OJT with each discipline specialist – Flight Operations, Airworthiness and Air Traffic Control inspectors. OJT /self study on the relevant OTARs and OTACs.

### Recurrent

Self study, involvement in ASSI consultation process on changes to AN(OT). Completing ICAO compliance check lists. Attendance at relevant seminars and conferences.

### Frequency

Every 3 years

- **Analysis**

**Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Enforcement**

**Initial**

Formal training and mentoring/OJT in order to understand the processes and requirement for gathering evidence.

- **Personnel Licensing**

**Initial**

OJT with licensing officer in OTAA or ASSI to understand the processes and the role of licensing within aviation regulation. Those without a non-aviation background should have training on the aviation system. An NAA/ICAO course is useful as advanced training once an individual understands the OTAR systems. OJT with each discipline specialist – Flight Operations, Airworthiness and Air Traffic Control inspectors. OJT /self study on the relevant OTARs and OTACs.

**Recurrent:**

Self study of other NAA licensing systems which are used as a basis for OTAR licences.

Involvement in ASSI consultation process on changes to AN(OT)O. Completion of ICAO compliance check lists. Attendance at relevant seminars and conferences.

**Frequency**

Annual

- **Technical Procedures**

**Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing. Cultural awareness training is useful when dealing with other NAAs.



# Regulatory Competency Profile

Name: -----

Job Role: **ATS Inspector**

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## Process Competencies:

Product /Equipment Approvals and Certification	Operational Level
Organisation approval	Operational Level
Audits and Assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Personnel Licensing	Supervisory Level or operational level depending on job role
Examinations	Operational Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Wildlife Hazard Management
- Meteorology
- Search and Rescue
- Aeronautical information service
- Management
- Training

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Product/Equipment Approvals and Certification**

**Initial**

OJT with CNS/ATM or ATE Inspector to understand product limitations in order to assess their application and integration. OJT with inspector responsible for IFP approval to understand how ATC will use the procedures.

**Recurrent**

Periodic OJT with ATE Inspector and involvement with IFP approvals.

**Frequency**

Annual

- **Organisational Approval**

**Initial**

OJT on the approval processes and technical procedures for OTAR 172.

**Recurrent**

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars.

**Frequency**

Annual

- **Audits and Assessments**

**Initial**

Formal training is recommended with a programme of OJT. The OJT programme should include practical assessment of the individual by a senior member of staff.

**Recurrent**

Periodic formal refresher training and internal quality audits.

- **Assessment of QMS**

**Initial**

Formal training is recommended, which may be part of the Audit training.

**Recurrent**

Periodic recurrent training

**Frequency**

When changes require it

- **OTARs and Legislation**

**Initial**

Formal training is recommended on the legal system which supports the OTARs and on aviation legislation generally.

**Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at relevant technical seminars.

**Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

**Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Assessment of Safety Management Systems**

**Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

**Initial**

Formal training and mentoring/OJT.

- **Personnel Licensing**

**Initial**

OJT on licensing systems with licensing officer.

- **Examinations**

**Initial**

Formal examiner course and OJT.

- **Human Factors**

**Initial**

Formal training course is recommended.

- **Technical Procedures**

**Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Wildlife Hazard Management**

**Initial**

Formal training is recommended. This may be a separate course or included as a subject in a broader course on aerodrome regulation.

**Recurrent:**

Attendance at relevant conferences, ICAO meetings.

**Frequency**

Every 5 years

- **Meteorology**

**Initial**

OJT with UK Met office during audits of OTs.

- **Search and rescue**

tba

- **Aeronautical Information Service**

**Initial**

Formal training course is recommended.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: CNS/ATM Inspector

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## Process Competencies:

Product /Equipment Approvals and Certification	Operational Level
Organisation approval	Operational Level
Audits and Assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Management
- Training

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Product/Equipment Approvals and Certification**

### Initial

Where required for new equipment, formal training on new products or equipment. This can be provided by manufacturer or formal dedicated training courses.

OJT on technical procedures for approvals relating to OTAR 171 Aeronautical Telecommunications Services. OJT of air traffic services and the relationship with aeronautical facilities (e.g ATC, Instrument Approaches, ATIS, FISA, A/G).

Familiarity with differing ATS telecommunication facility configurations through OJT at large and small ATS units.

**Recurrent**

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars concerning modernisation of air traffic services and aeronautical telecommunication facilities. Ongoing training for new systems/services as they emerge.

**Frequency**

Annual

- **Organisational Approval**

**Initial**

OJT on the approval processes and technical procedures for OTAR 171 and 173.

OJT on positioning reference systems and how they are used by a flight checking organisation.

**Recurrent**

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Ongoing training when new systems emerge.

**Frequency**

Annual

- **Audits and Assessments**

**Initial**

Formal training is recommended with a programme of OJT. The OJT programme should include practical assessment of the individual by a senior member of staff.

**Recurrent**

Periodic formal refresher training and internal quality audits.

**Frequency**

Every 5 years

- **Assessment of QMS**

**Initial**

Formal training is recommended, which may be part of the Audit training.

**Frequency**

Every 5 years

- **OTARs and Legislation**

**Initial**

Formal training is recommended on the legal system which supports the OTARs and on aviation legislation generally. OJT /self study on the relevant OTARs and OTACs.

**Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at relevant seminars and conferences.

**Frequency**

Every 3 years.

- **Analysis**

**Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Assessment of Safety Management Systems**

**Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

**Initial**

Formal training on procedures and mentoring/OJT.

- **Human Factors**

**Initial**

Formal training course is recommended.

- **Technical Procedures**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

**Recurrent**

Maintain currency by keeping informed of the output from the ICAO panel on Instrument Flight Procedures.

Monitoring relevant changes in the ICAO Annexes 11, 14 and 15.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: Dangerous Goods Inspector

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## Process Competencies:

Organisation approval	Operational Level
Audits and assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

- Dangerous Goods
- Training
- Management

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Organisational Approval**

### Initial

Formal training is required specific for Dangerous Goods Inspectors. Courses are offered by various NAAs including the FAA and UK CAA. The formal training should be followed by OJT on OTARs and technical procedures.

### Recurrent

Refresher of the formal DG training with the NAA (FAA or UKCAA).

Self study on changes within ICAO. Actively working on compliance checklists. Taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Formal update on changes to DG requirements.

**Frequency:**

Every two years for formal recurrent training.  
Update from ICAO should be undertaken when required.

- **Audits and Assessments**

**Initial**

Formal training is recommended with a programme of OJT. The OJT programme should include practical assessment of the individual by a senior member of ASSI or the OT.

**Recurrent**

Periodic formal refresher training

**Frequency**

Every 5 years

- **Assessment of QMS**

**Initial**

Formal training is recommended, which may be part of the Audit training.

**Recurrent**

Periodic recurrent training

**Frequency**

When changes require it

- **OTARs and Legislation**

**Initial**

Formal training is required on the legal system which supports the OTARs and on aviation legislation generally.

**Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O.  
Completing ICAO compliance check lists.

**Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

**Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills. Initial training only.

- **Assessment of Safety Management Systems**

**Initial**

Formal training and OJT training on OTACs and assessment tools.

**Recurrent**

Included in ASSI audit refresher training



- **Enforcement**

**Initial**

Formal training and mentoring/OJT.

- **Technical Procedures**

**Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

**Recurrent**

Review of ICAO changes and development of new or updated procedures.

**Additional Technical Knowledge/Skills Competencies**

- **Dangerous Goods**

**Initial**

As per Organisation Approval: Formal training is required specific for Dangerous Goods Inspectors. Courses are offered by various NAAs including the FAA and UK CAA. The formal training should be followed by OJT on OTARs and technical procedures.

**Recurrent**

Refresher of the formal DG training with the NAA (FAA or UKCAA).

Self study on changes within ICAO, actively working on compliance checklists, taking part in ASSI consultation process of changes to OTARs. Attendance at relevant seminars. Formal update on changes to DG requirements.

**Frequency:**

Every two years for formal recurrent training.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: **Aeronautical Information Services Inspector**

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## Process Competencies:

Audits and Assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Aeronautical information service

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Audits and Assessments**

### Initial

Formal training in audit skills is required.

### Recurrent

Periodic formal refresher training and internal quality audits.

- **Assessment of QMS**

### Initial

Formal training is recommended, which may be part of the Audit training.

### Recurrent

Periodic recurrent training

## **Frequency**

When changes require it.

- **OTARs and Legislation**

### **Initial**

Training is recommended on the legal system which supports the OTARs and on aviation legislation generally. Training should also be provided on OTAR 175.

### **Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at relevant technical seminars.

### **Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

### **Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Assessment of Safety Management Systems**

### **Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

### **Initial**

Formal training and mentoring/OJT.

- **Human Factors**

### **Initial**

Formal training course is recommended.

- **Technical Procedures**

### **Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Aeronautical Information Service**

### **Initial**

Formal training course and OJT is required.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: **Meteorological Services Inspector**

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## Process Competencies:

Audits and Assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Meteorology

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Audits and Assessments**

### Initial

Formal training in audit skills is required.

### Recurrent

Periodic formal refresher training and internal quality audits.

- **Assessment of QMS**

### Initial

Formal training is recommended, which may be part of the Audit training.

### Recurrent

Periodic recurrent training

## **Frequency**

When changes require it

- **OTARs and Legislation**

### **Initial**

Training is recommended on the legal system which supports the OTARs and on aviation legislation generally. Training should also be provided on OTAR 174 and OTAC 174.

### **Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at relevant technical seminars.

### **Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

### **Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Assessment of Safety Management Systems**

### **Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

### **Initial**

Formal training and mentoring/OJT.

- **Human Factors**

### **Initial**

Formal training course is recommended.

- **Technical Procedures**

### **Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Meteorology**

### **Initial**

Formal training course and OJT required.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

# Regulatory Competency Profile

Name: -----

Job Role: **Aeronautical Charts Inspector**

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## Process Competencies:

Audits and Assessments	Operational Level
Assessment of QMS	Operational Level
OTARs and legislation	Operational Level
Analysis	Operational Level
Assessment of Safety Management Systems	Operational Level
Enforcement	Operational Level
Human Factors	
Technical Procedures	Operational Level

## Additional Technical Knowledge/Skills Competencies

Depending on job role these areas of competence might also be included:

- Charts

## Conduct Competencies:

- Cultural Awareness
- Teamwork
- Communications

## Training Guidance

Training Needs Analysis should be undertaken to assess an individual against the above competencies. The following provides training guidance to address gaps in competency and where relevant, advice on how to maintain competency.

- **Audits and Assessments**

### Initial

Formal training in audit skills is required.

### Recurrent

Periodic formal refresher training and internal quality audits.

- **Assessment of QMS**

### Initial

Formal training is recommended, which may be part of the Audit training.

### Recurrent

Periodic recurrent training

## **Frequency**

When changes require it.

- **OTARs and Legislation**

### **Initial**

Training is recommended on the legal system which supports the OTARs and on aviation legislation generally. Training should also be provided on OTAR 177 and Annex 4.

### **Recurrent**

Self study, involvement in ASSI consultation process on changes to AN(OT)O. Completing ICAO compliance check lists. Attendance at relevant technical seminars.

### **Frequency:**

Every 3 years – Air Law and OTARs

- **Analysis**

### **Initial**

OJT/Mentoring in decision making process. Possible soft skills training in decision making skills.

- **Assessment of Safety Management Systems**

### **Initial**

Formal training and OJT training on OTACs and assessment tools.

- **Enforcement**

### **Initial**

Formal training and mentoring/OJT.

- **Human Factors**

### **Initial**

Formal training course is recommended.

- **Technical Procedures**

### **Initial**

OJT/Active learning drafting procedures. Possible soft skill training on technical writing skills.

- **Aeronautical Charts**

### **Initial**

OJT is required to meet the Charts competency.

- **Non-technical Skills**

Other training that can be considered are areas such as IT skills, negotiation skills, confrontation management, report writing.

**Training Guidance for additional competencies which could be allocated to any job role:**

- **Search and Rescue**

tba

- **Contract oversight of Regulatory Activities**

**Initial**

OJT to meet the competence in the discipline that is being contracted.

- **Instrument Flight procedures**

**Initial**

OJT with IFP designer re assessing process and training competencies.

OJT with a Flight ops Inspector (or a pilot) re interpreting charts.

Self study on the AN(OT)O and relevant OTARs.

OJT with ATS Inspector in order to understand the ATS environment and the effect of implementing an IFP.

Introductory course on Nav aids including RNAV and GNSS.