Airport Operations and Aviation Safety
Training Center

GACA®
الهيئة العامة للطيران المدني
General Authority of Civil Aviation

الأكاديمية
السعودية للطيران المدني
Saudi Academy of Civil Aviation

ksagaca   gaca.gov.sa   8001168888 الرقم الموحد

Contents

Saudi Academy of Civil Aviation
Airport Operations and Aviation Safety Training Center

Programmes

Saudi Academy of Civil Aviation

It is a leading educational entity in the Kingdom of Saudi Arabia, established in 1962 as a technical training institute in 2007 for a specialized academy offering a set of specialized diploma programs and training courses that suit the needs of the Aviation Sector and contribute to qualification and training of human resources working to support 27 airports in the Kingdom.

The programs and courses offered by the academy include the following specializations:

Air Traffic Control - Maintenance of Aviation Systems - Fire and Rescue - Airport Operation and Safety - Aviation Security.

Airport Operations and Aviation Safety

The Airport Operations and Aviation Safety Training Center is based on the development of the airport staff's skills, raising their cognitive competence, developing their expertise and upgrading their performance to the best.

The programs provided by the Center take into account the basic rules that maintain safety and quality as well as the enhancement of management skills that contribute to achieving and enhancing the best performance of the employees at the airports.

Center Accreditations

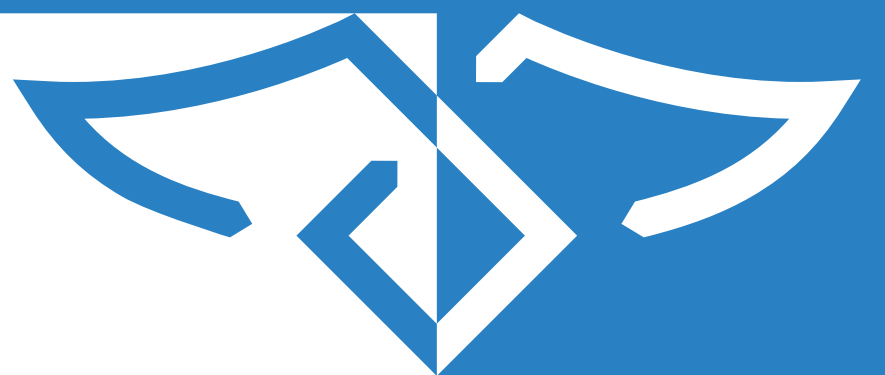• Accredited by the competent authority in the Kingdome of Saudi Arabia (GACA)

Specialized Courses

• Airport Operations
• Airport Safety
• Quality Training.
• Management Skills.

Course
Introduction to GACA
Regulation Part 151 & 68

• Course Summary

• This Course is an introduction of GACA Regulations, standards and requirements that stated in the International Civil Aviation Organization (ICAO)

• Course Language.

• Arabic
• English

• What you will learn?

• GACAR Rules and Regulations.
• GACA Vision and Mission.
• GACAR Map.
• GACA Key Messages.
• Requirement for GACAR 151 Certificate.
• Technical and Operational Standards for Ground Services.
• Requirements of Training Programs for Personnel Work Permits as described in GACAR part 68.

• Duration.

• 1 day

• What is covered?

• GACAR 151 & 68 Requirements

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

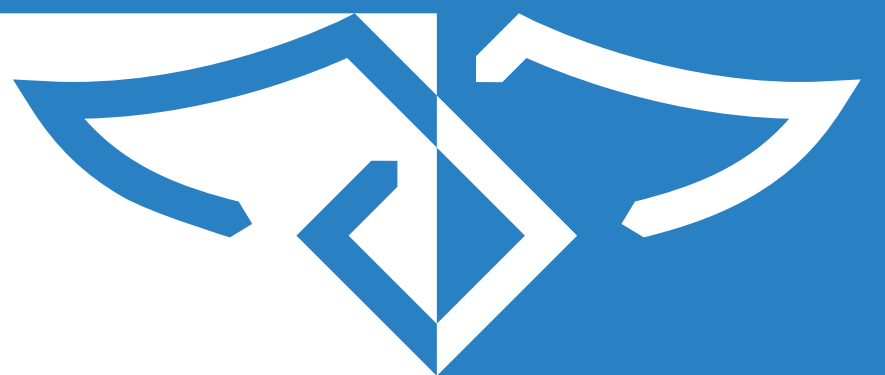## • Assessment and Certification.

• Attendance Course Certificate.

• Who should attend?

All Employee who work for :
• GSP company under GACAR 151.
• Any entities subcontracted by GSP company under GACAR 151.
• Commercial Air Operations under GACAR 119,121, or 135.
• Aerodrome Operators within the applicability of GACAR 139.
• Repair station under GACAR 145.

• Prerequisites

• N/A

Course
Human Factors for Airport
Operations

• Course Summary

• To Improve safety, Human behavior, attitude and effectiveness in Ground Operations with these recommendations for reducing human error.

• What you will learn?

• Know the human factors that can impact on Airport / Ground Operations.
• Evaluate the situations at airport and recommend solutions for reducing human error.
• Cooperate with team to address potential threats in operations.
• Communicate the importance of human factors initiatives to colleagues and stakeholders.
• Understand the dirty dozen and swiss cheese model.

• Learning Activities
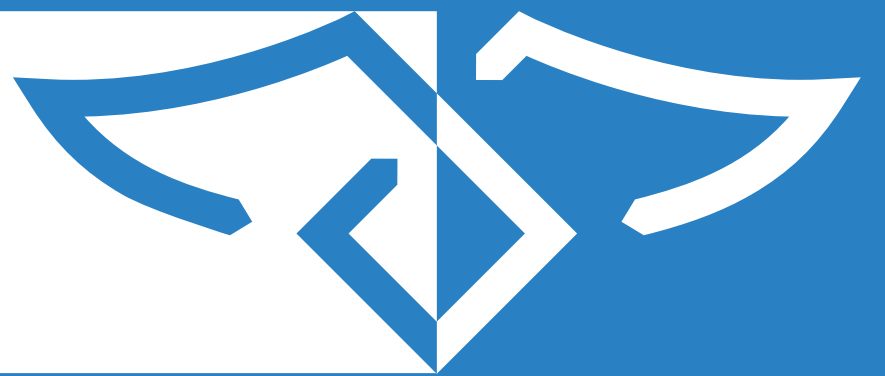
• Theory Classroom with Adult Learning Techniques.

• Who should attend?

All Employee who work for :
• GSP company under GACAR 151.
• Any entities subcontracted by GSP company under GACAR 151.
• Commercial Air Operations under GACAR 119,121, or 135.
• Aerodrome Operators within the applicability of GACAR 139.
• Repair station under GACAR 145.

• Course Language.

• Arabic
• English

• Duration.

• 2 day

• What is covered?

• GACAR 151 & 68 Requirements

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

Course
Airside Driving Rules

• Course Summary

• This course involves the knowledge required to drive on the airside while meeting all related licenses and aerodrome access requirements, licensing legislative and regulatory or certification requirements. Accordance to GACA, ICAO and IATA rules and regulation.

• What you will learn?

• Describe the importance of the Ramp Driving License.
• Describe the related vehicle and safety regulations.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.
• Practical session at the Airside.

• Who should attend?

• All Employee who drive a vehicle at the airside

• Course Language.

• Arabic
• English

• Duration.

• 2 day
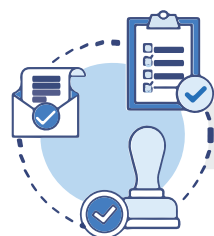
• What is covered?
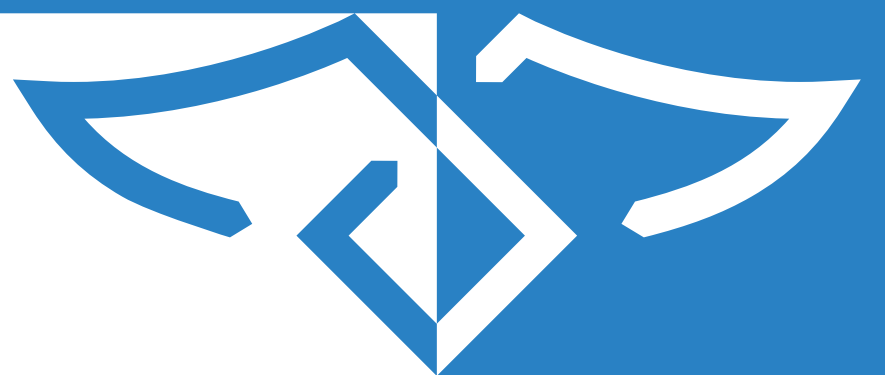
• Airport Airside Driving Rules and Regulations.

• Assessment and Certification.

• Passing Grade is 80% of the Final Exam.

• Prerequisites

• Staff Must hold a valid Ramp Pass during the Training Course.
• Airport Safety.
• Airport Security.
• Human Factors.

Course
Emergency Plan & Response for Ground operations

• Course Summary

• This course providing the fundamental knowledge and skills to understand Emergencies situations and how to act and response to them.

• What you will learn?

• Define the purpose and main objectives of the station's Emergency Response Plan.
• Define the terminology used in Emergency Response Situations.
• Outline the situation concerned with emergency response and their relationship
• Outline the duties and responsibilities of the relevant staff concerned with emergency response handling.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

All Employee who work for ;
• GSP company under GACAR 151.
• Any entities subcontracted by GSP company under GACAR 151.
• Commercial Air Operations under GACAR 119,121, or 135.
• Aerodrome Operators within the applicability of GACAR 139.
• Repair station under GACAR 145.

• Course Language.

• Arabic
• English

• Duration.

• 3 day

• What is covered?

• GACAR 151 & 68 Requirements

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• Airport Safety.
• Aviation Security
• Human Factors.
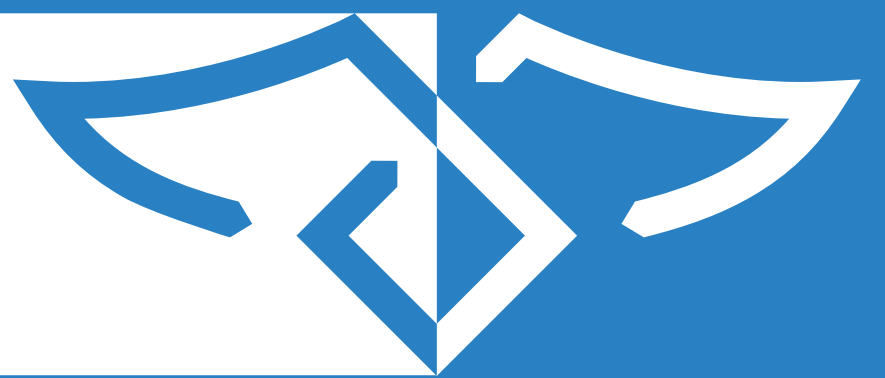
Course
Airport Terminology

• Course Summary

• This course provides participates with aviation language, which will help to understand the civil aviation terminologies used in Passenger, Cargo , Ramp Terminals according to ICAO and IATA references.

• What you will learn?

- ICAO Abbreviations.
- Definitions.
- Phonetic Alphabet.
- Pronunciation of numbers.
- Phases and Terminology
- ICAO Annexes.
- Airlines Call Signs.
- Aircraft Type.
- Ramp Terminologies.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• All Enter Level Employee.

• Course Language.

• English
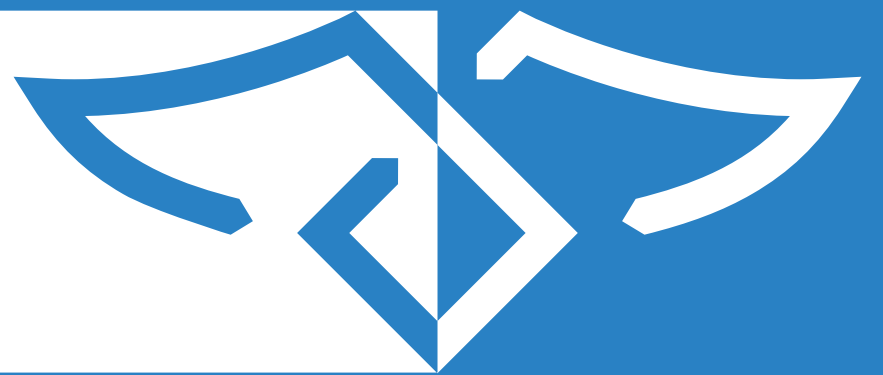
• Duration.

• 2 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

Course
Dangerous Goods Regulation
CAT 13,14,15,16 & 17

• Course Summary

• This Course Provides Participants with basic knowledge and skills about Dangerous Good Regulations Based on GACAR 109, ICAO Annex 18 and IATA DGR Manual.

• What you will learn?

• Identify dangerous Goods.
• Explain the legal basis and be aware of the general philosophy
• Identify the classes of dangerous goods
• Recognize and identify the hazard / handling labels
• Applicable to dangerous goods
• Identify potential hidden hazards in cargo / baggage.
• Apply the provisions for dangerous goods in baggage of passengers and crew.
• Be familiar with the emergency procedures.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• All Operators and Ground Handling agents "No Carry".

• Course Language.

• English

• Duration.

• 1 days

• What is covered?

• GACAR 109 & IATA DGR Manual Requirements

• Assessment and Certification.

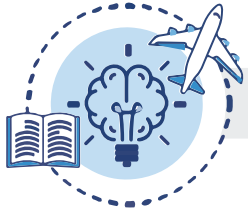• Passing Grade is 80% of the Final Exam.

• Prerequisites

• N/A
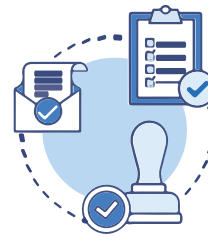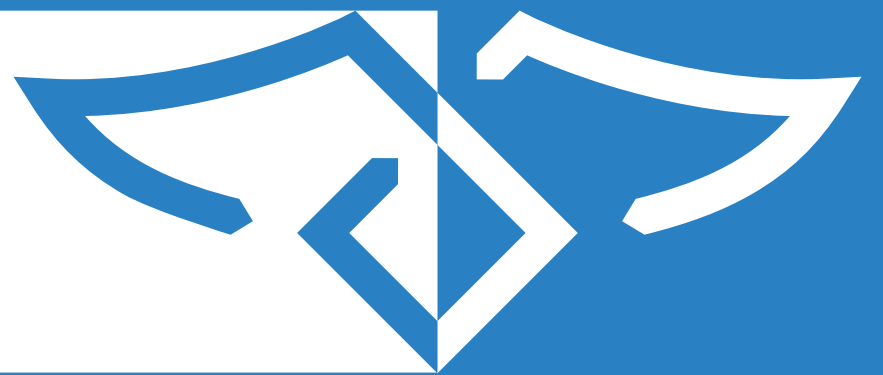
Course
Dangerous Goods Regulation
CAT 9,11 & 12

• Course Summary

• This Course Provides Participants with basic knowledge and skills about Dangerous Good Regulations Based on GACAR 109, ICAO Annex 18 and IATA DGR Manual.

• What you will learn?

• Identify dangerous Goods.
• Explain the legal basis and be aware of the general philosophy
• Identify the hazard presented by the different classes of dangerous goods as indicated by their marks and labels.
• Describe the characteristics of dangerous goods classes.
• Recognize and identify the hazard / handling labels
• Applicable to dangerous goods
• Identify potential hidden hazards in cargo / baggage.
• Identify the types of dangerous goods which may be carried by passenger and crew on board aircraft.
• Be familiar with the emergency procedures.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• Passenger Handling Staff.
• Crew members (other than flight crew members)
• Security staff who deal with the screening of passengers and their baggage and cargo, mail or stores, e.g. security screeners, their supervisors and staff involved in implementing security procedures.

• Course Language.

• English

• Duration.

• 2 days

• What is covered?

• GACAR 109 & IATA DGR Manual Requirements
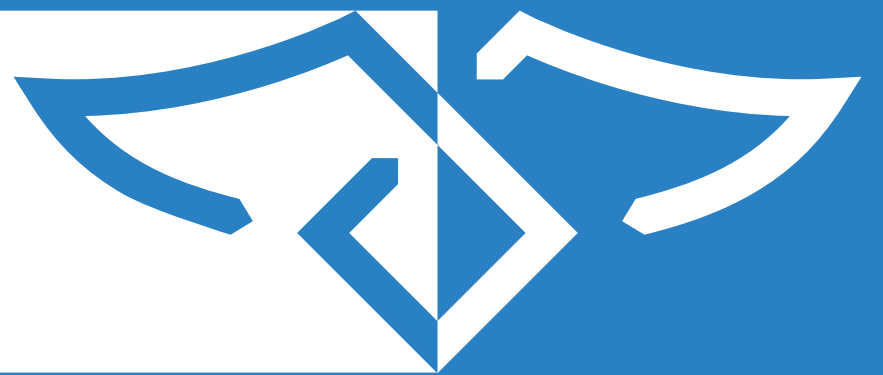
• Assessment and Certification.

• Passing Grade is 80% of the Final Exam.

• Prerequisites

• N/A

Course
Dangerous Goods Regulation
CAT 4,5,7,8 & 10

• Course Summary

• This Course Provides Participants with basic knowledge and skills about Dangerous Good Regulations Based on GACAR 109, ICAO Annex 18 and IATA DGR Manual.

• What you will learn?

• Identify dangerous Goods.
• Explain the legal basis and be aware of the general philosophy
• Identify the hazard presented by the different classes of dangerous goods as indicated by their marks and labels.
• Recognize DG Labels and Package specification marking.
• Describe the characteristics of dangerous goods classes.
• Interpret a shippers' Declaration Certificate.
• Recognize and identify the hazard / handling labels
• Describe the handling and loading of DG requirements.
• Identify potential hidden hazards in cargo / baggage.
• Observe the DG Provisions for passengers and crew.
• Follow basic DG emergency procedures.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• Staff of freight forwarders involved in processing cargo, mail or stores (other than dangerous Goods).
• Staff of freight forwarders involved in the handling, storage and loading of cargo, mail or stores.

• Operator's and ground handling agent's staff accepting cargo, mail or stores (other than DG)
• Operator's and ground handling, storage and loading of cargo, mail or stores and baggage.
• Flight crew members and load planners.

• Course Language.

• English

• Duration.

• 3 days

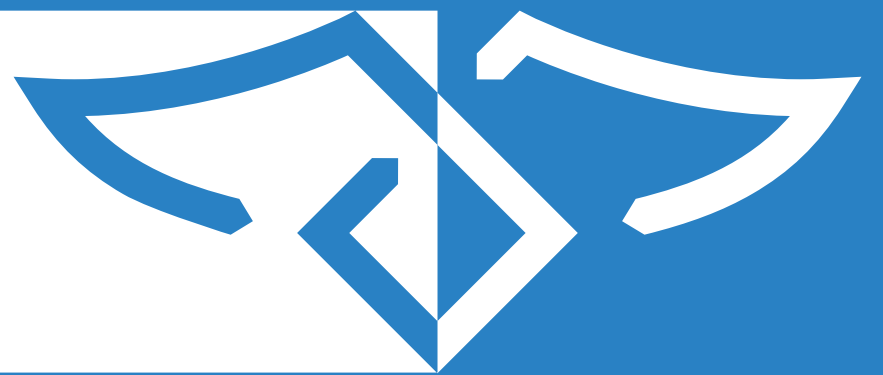## • What is covered?

• GACAR 109 & IATA DGR Manual Requirements

• Assessment and Certification.

• Passing Grade is 80% of the Final Exam.

• Prerequisites

• N/A

Course
Dangerous Goods Regulation
CAT 1,2,3 & 6

• Course Summary

• This Course Provides Participants with basic knowledge and skills about Dangerous Good Regulations Based on GACAR 109, ICAO Annex 18 and IATA DGR Manual.

• What you will learn?

• Identify dangerous Goods.
• Understand the legal responsibilities involved with the transportation of DG.
• Identify DG permitted for transport and their DGR categories.
• Explain the legal basis and be aware of the general philosophy
• Identify the hazard presented by the different classes of dangerous goods as indicated by their marks and labels.
• Pack, Mark and label DG.
• Recognize DG Labels and Package specification marking.
• Apply IATA's DGR manual and verify the correctness of DG transport Documents.
• Complete a shippers' Declaration Certificate.
• Detect and identify the hazard / handling labels
• Describe the handling and loading of DG requirements.
• Identify potential hidden hazards in cargo / baggage.
• Follow general DG emergency procedures when a damaged package is discovered.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• Shippers and persons undertaking the responsibilities of shippers', including operator's staff acting as shippers, operator's staff preparing DG as (COMAT).
• Packers.
• Staff of freight forwarders involved in processing DG.
• Operators' and ground handling agent's staff accepting DG.

• Course Language.

• English

• Duration.

• 5 days

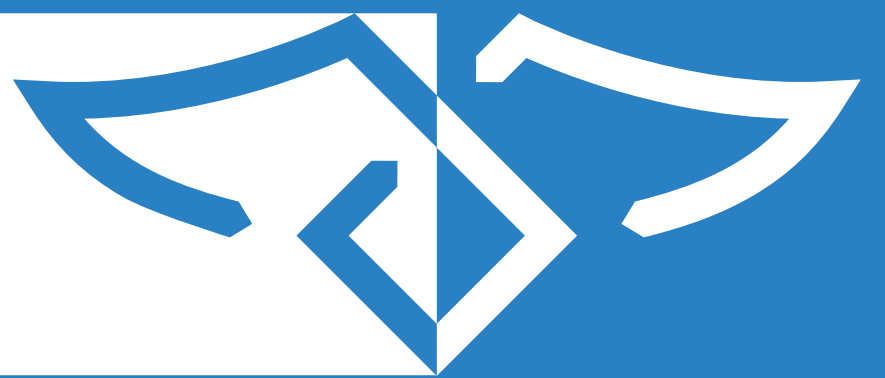## • What is covered?

• GACAR 109 & IATA DGR Manual Requirements

• Assessment and Certification.

• Passing Grade is 80% of the Final Exam.

• Prerequisites

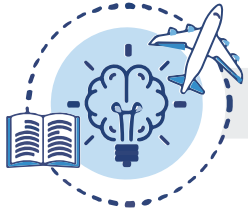• A Copy of last updated IATA DGR Manual must be available to each enrollment staff.

Course
Aerodromes (Annex 14)

• Course Summary

- This course is designed to provide
- The aerodrome (ICAO annex14-Vol. 1)
- Aerodrome data and aeronautical ground lights.
- Aerodrome signs and marking.

• Duration.

- 3 days

• What you will learn?

- Aerodrome Data
- Aeronautical Ground lights.
- Aerodrome Signs and Marking.
- Aerodrome Traffic Rules.

• What is covered?

- ICAO Annex 14

• Learning Activities

- Theory Classroom with Adult Learning Techniques.

• Assessment and Certification.

- Passing Grade is 70% of the Final Exam.

• Who should attend?

- All Airport Employee working on Terminal or Airfield involved in aviation business.

• Prerequisites

- N/A

• Course Language.

- English

Course
Introduction to Airport Operation

• Course Summary

• This course is designed to learn what it takes to work at one of the airline's industry most visible airport position and obtain the skills your need to provide services which related to Airport Operations.

• What you will learn?

• Introduction of airport
• Airport layout overview
• Definitions of airside and landside in airport
• The deferent between airside and landside.
• Introduction of terminal handling.
• Introduction of airside handling
• Airport responsibilities
• Ground handling equipment's and Marshalling.
• Safety and Emergency.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• All Airport Employee working on Terminal or Airfield involved in aviation business.

• Course Language.

• English
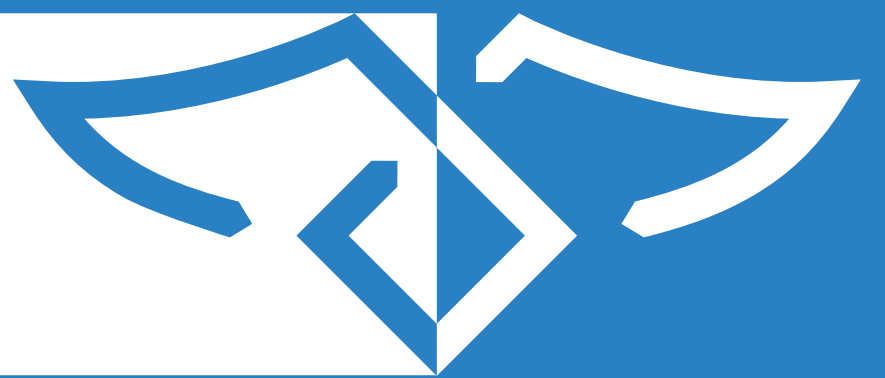
• Duration.

• 3 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

Course
Airport Master Planning

• Course Summary

• The overall framework, planning processes and important factors which authorities must consider in preparing an airport master plan. It explains the importance of consultation and co-operative planning and the need to develop a systematic approach in determining future airport requirements.
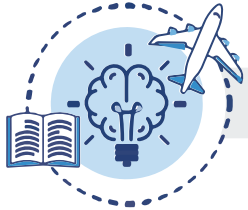
• What you will learn?

• Perspective and Overview
• Airport Planning Process
• Airside Development
• Landside Development
• Airport Support Elements.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• Supervisor Level and Above.

• Course Language.

• English
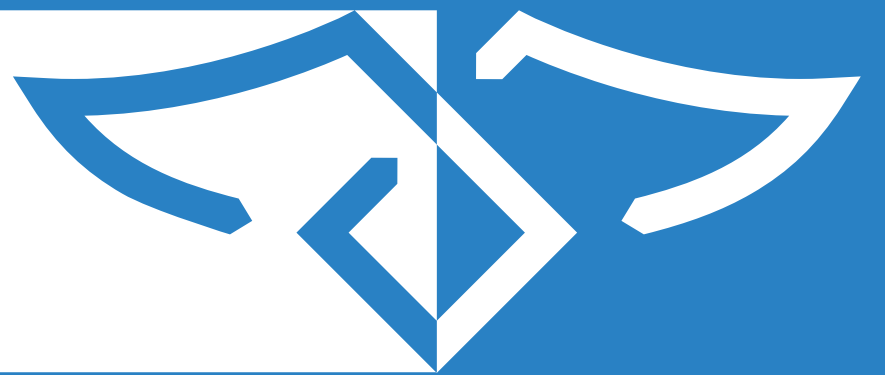
• Duration.

• 5 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

Course
Safety Risk Management

• Course Summary

• Understanding, identifying, analyzing and proper reporting of hazards encountered and the risk involved within the airport's airside area practically at the apron where most of the crucial operational activities and taking place.

• What you will learn?

• An overview and importance of Risk Management.
• Risk Assessment.
• Risk Matrix
• The acceptable Level of Risk.
• Potential Hazards on the Apron.
• Hazards Resulting form Engine Blasé and fumes.

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• Supervisor Level and Above.

• Course Language.

• English
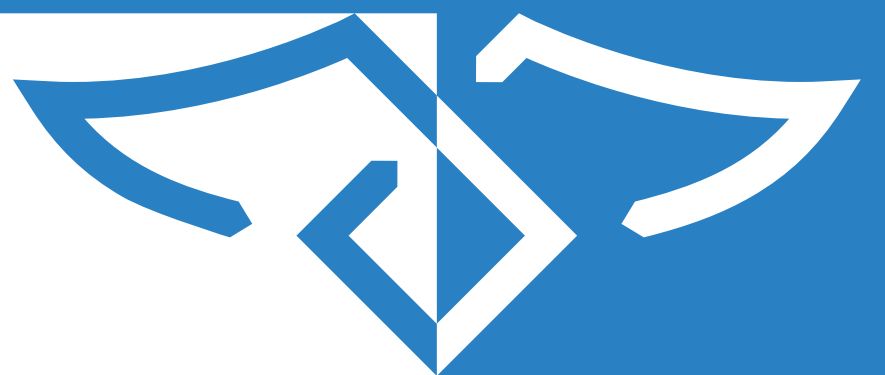
• Duration.

• 3 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 80% of the Final Exam.

• Prerequisites

• N/A

Course
Quality Management System
for Airport Operations

• Course Summary

• This subject provides trainees with the required skills, knowledge and attitudes to understand quality management system and to view the QMS requirements and its importance, in order to integrate the quality in the operations process according to ISO 9001.

• What you will learn?

• QMS Overview and Introduction.
• Importance of Quality.
• Quality tools
• Elements of quality
• The quality management principles
• Benefits of QMS
• ISQ 9001 requirement.
• An integrated approach to safety and quality management

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• All Airport Employee working on Terminal or Airfield involved in aviation business.

• Course Language.

• English
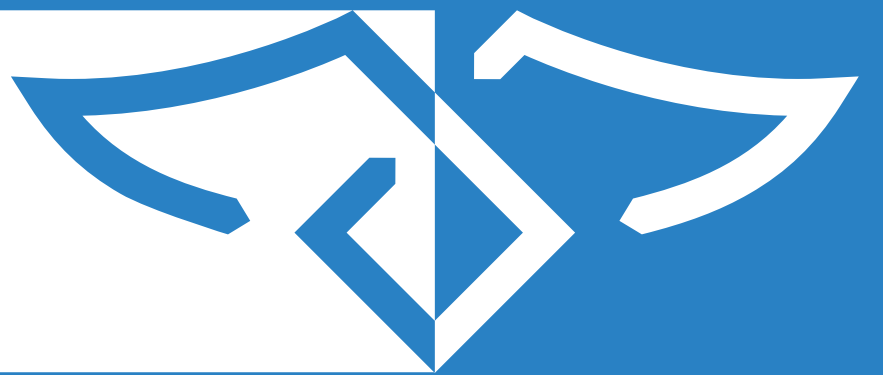
• Duration.

• 3 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

Course
GACA Regulation - Part 139

• Course Summary

• This course is introduction to GACAR regulation and Standards part 139 regarding certification and operation of an Aerodrome.

• Course Language.

• English

• What you will learn?

• Aerodrome Certification
• Aerodrome manual
• Personnel and management requirements
• Training requirements
• Airport design and physical characteristics
• Obstacle restriction and removal
• Visual aids for navigation
• Aerodrome operational services, equipment and installations
• Aerodrome maintenance.

• Duration.

• 3 days

• What is covered?

• N/A

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Assessment and Certification.
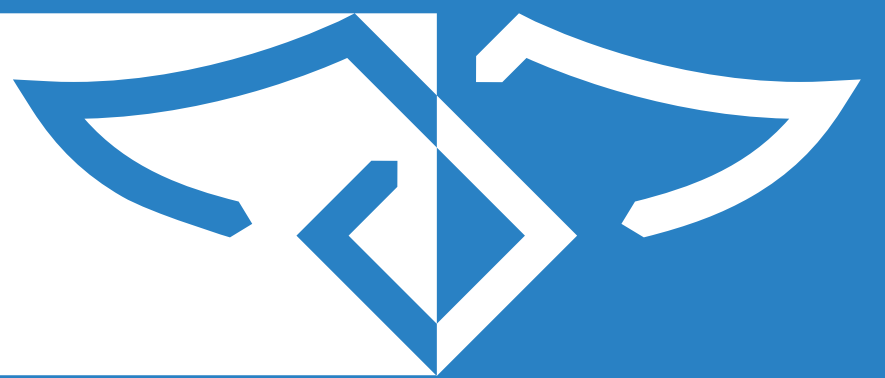
• Passing Grade is 70% of the Final Exam.

• Who should attend?

• Aerodrome / Airport Operator Staff.
• Supervisor Level and Above

• Prerequisites

• N/A

Course
Passenger Services

• Course Summary

- The participants would be able to identify the concept of passenger services and the basics of customer services.

• What you will learn?

- The concept of service and summarized its relevance.
- Customer concept, identification
- The concept of customer services and outstanding services
- The orientation of modern organization.
- Effective communication skills and the role of body language.
- Complaints and customer patterns.

• Learning Activities

- Theory Classroom with Adult Learning Techniques.

• Who should attend?

- All terminal staff
- Any staff with passenger services Duties.

• Course Language.

- English

• Duration.

- 3 days

• What is covered?

- N/A

• Assessment and Certification.

- Passing Grade is 70% of the Final Exam.

• Prerequisites

- N/A
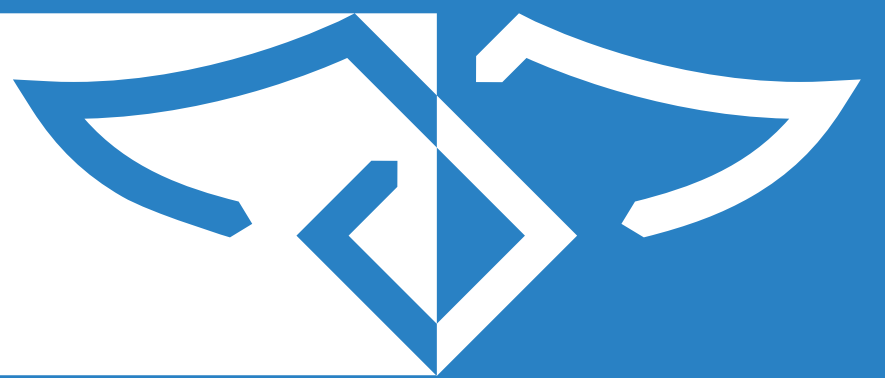
Course
Terminal Operation

• Course Summary

- This subject provides trainees with the required skills, knowledge and attitudes to understand the terminal operation and concepts.

• What you will learn?

- Introduction to Terminal Operations.
- Terminal Construction.
- Passenger Baggage Operation
- Customer Care Services Management.
- Emergencies affecting the Terminal
- Terminal Inspections

• Learning Activities

- Theory Classroom with Adult Learning Techniques.

• Who should attend?

- All Airport Employee working on Terminal or Landside.

• Course Language.

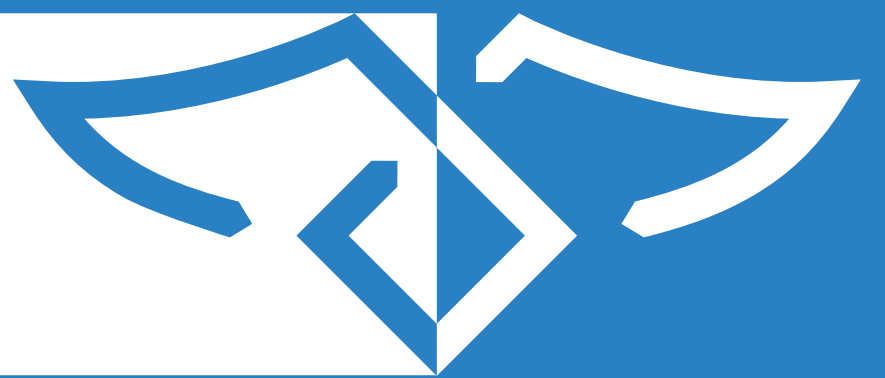- English

• Duration.

- 3 days

• What is covered?

- N/A

• Assessment and Certification.

- Passing Grade is 70% of the Final Exam.

• Prerequisites

- N/A

Course
Ground Handling

• Course Summary

• This Subject Provides Trainees with the required skills, knowledge and attitudes to understand all ground handling activities and functions which performed in airside an landside.

• What you will learn?

• Introduction of airport Ground Handling.
• Scope of Ground Handling.
• Terminal Operations
• Airside Operations
• Ground Support Equipment.
• Roles, Duties and Responsibilities.

• Learning Activities
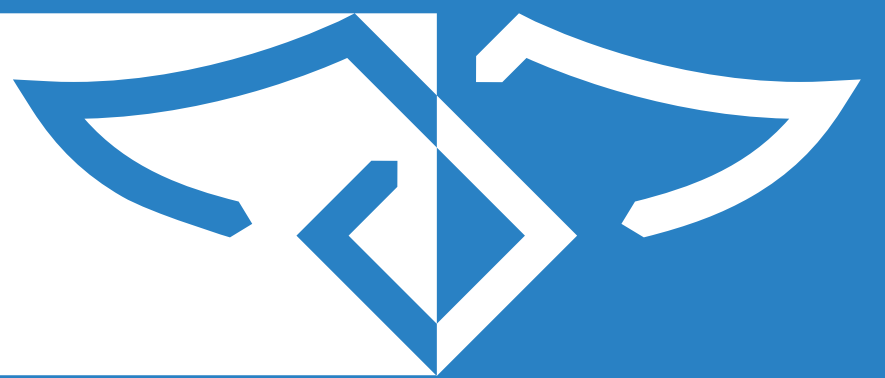
• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• All GSP Employees.
• Supervisor Level and Above.
• Quality and Safety staff, Auditors and Investigators.

• Course Language.

• English

• Duration.

• 2 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

Course
Quality of Work at Airport

• Course Summary

• This Subject Provides Trainees with the Basic skills, knowledge and attitudes to understand the Airport Services Properties and Customer Satisfactions Measure Tools

• What you will learn?

• Airport Definition
• Airport Benefits
• Airport Categories
• Selection of Airport Location
• Measure Customer Satisfaction
• SWOT analysis of Airport Services
• Performance Improvement

• Learning Activities

• Theory Classroom with Adult Learning Techniques.

• Who should attend?

• All GSP Employees.
• Supervisor Level and Above.
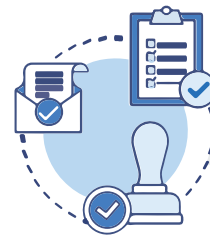
• Course Language.

• Arabic

• Duration.

• 3 days

• What is covered?

• N/A

• Assessment and Certification.

• Passing Grade is 70% of the Final Exam.

• Prerequisites

• N/A

الأكاديمية
السعودية للطيران المدني
Saudi Academy of Civil Aviation

GACA®
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