

# AIRPORT OPERATIONS AND AVIATION SAFETY

TRAINING CENTER

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## Saudi Academy of Civil Aviation

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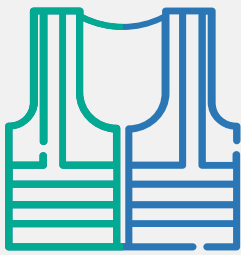
It is a leading educational entity in the Kingdom of Saudi Arabia, established in 1962 as a technical training institute in 2007 for a specialized academy offering a set of specialized diploma programs and training courses that suit the needs of the aviation sector and contribute to qualification and training of human resources working to support 28 airports in the Kingdom.

The programs and courses offered by the academy include the following **Specializations:**

Air Navigation Services - Fire and Rescue - Airport Operation and Safety - Aviation

## Airport Operations and Safety Training

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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.



## The Specialized Courses

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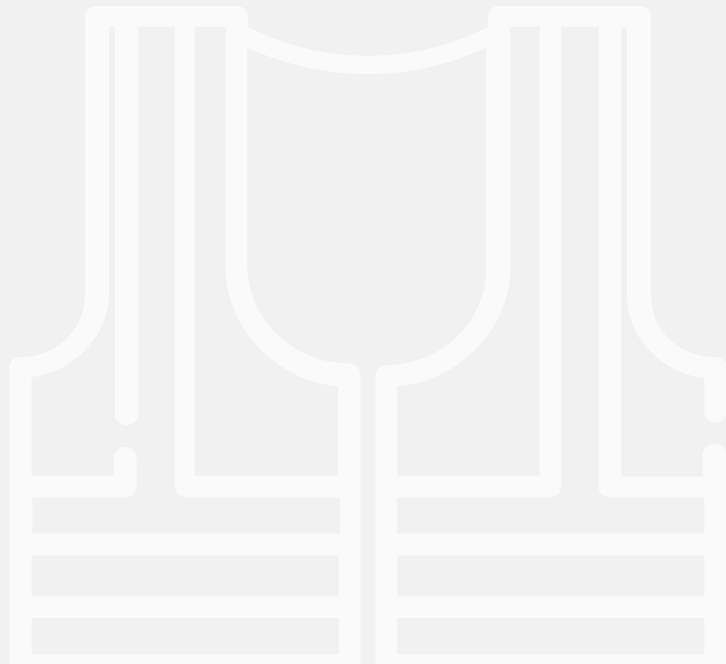
- Airport Operations.
- Airport Safety.
- Quality Training.
- Management Skills.

## Center Accreditations

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Accredited by the competent authority in the Kingdom of Saudi Arabia (GACA).



# **GACA Regulatory Awareness**

# GACA Regulatory Awareness

## Course Summary

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

## What will you 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.



## Course Language

- Arabic / English.



## Duration

- 1 Day.



## Assessment and Certification

- Attendance Course Certificate.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What is covered?

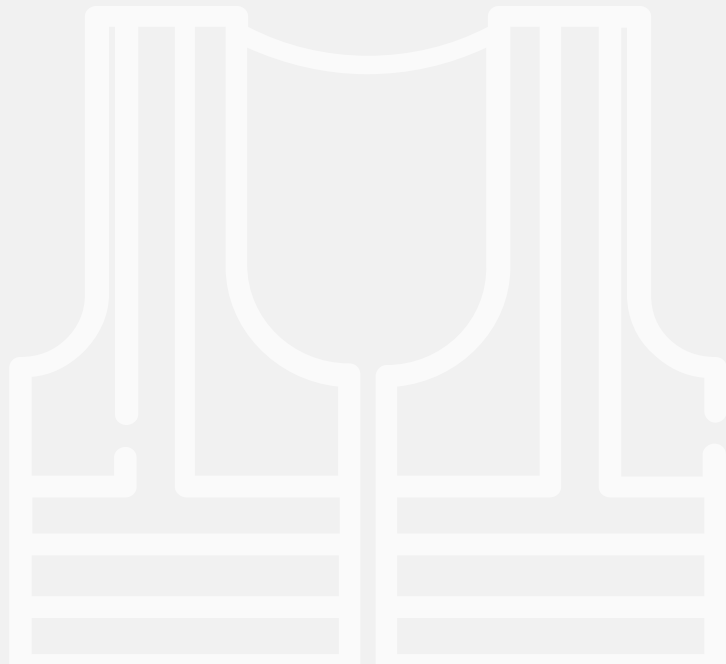
- GACAR 151 & 68 Requirements.

## 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.





# **Human Factors for Airport Operations**



# 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 will you 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.

## What is covered?

- GACAR 151 & 68 Requirements.

## 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.



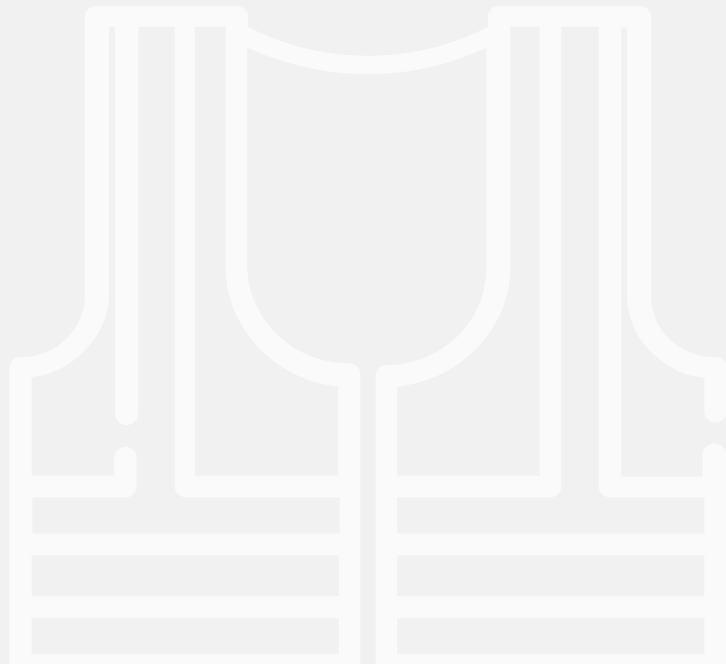
## Duration

- 2 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# Airside Driving Rules

# 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. in accordance with GACA, ICAO and IATA rules and regulation.

## Learning Activities



Theory Classroom with Adult Learning Techniques.



Practical session at the Airside.

## What will you learn?

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

## What is covered?

- Airport Airside Driving Rules and Regulations.

## Who should attend?

- All employee who drive a vehicle at the airside.



### Prerequisites

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



### Course Language

- Arabic / English.



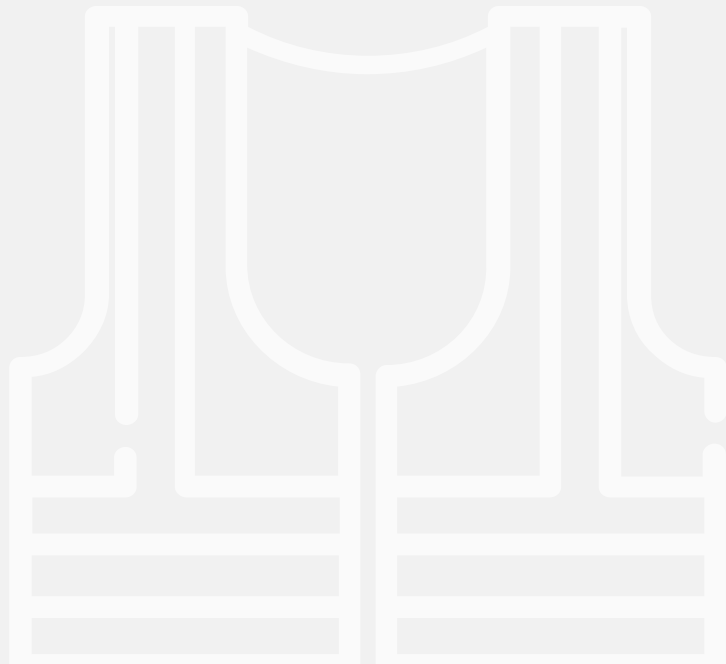
### Duration

- 2 Days.



### Assessment and Certification

- Passing Grade is 80% of the Final Exam.



## **Emergency Plan and Response for Ground**



# Emergency Plan and 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 will you 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.



## Prerequisites

- Airport Safety.
- Aviation Security
- Human Factors.



## Course Language

- Arabic / English.



## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What is covered?

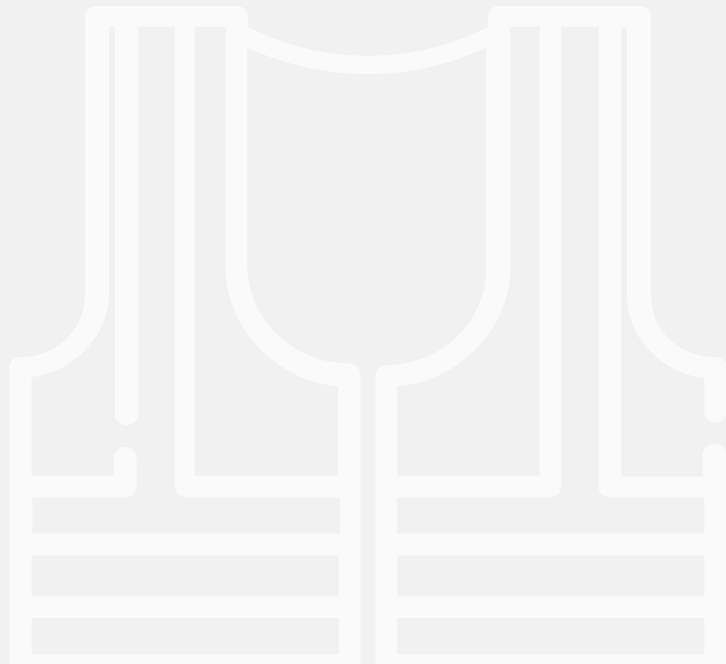
- GACAR 151 & 68 Requirements.



## 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.



# Airport Terminology



# Airport Terminology



## Course Summary

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



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

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



## Who should attend?

- All entry-level employees.



## Course Language

- English.



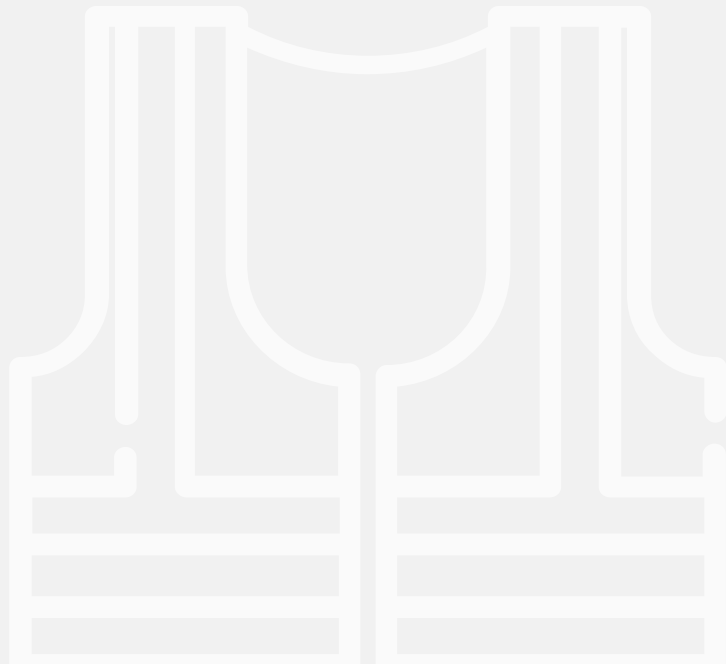
## Duration

- 2 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# **Processing or Accepting Goods Presented as General Cargo**

# Processing or Accepting Goods Presented as General Cargo

## Course Summary

- The course will provide participants with the knowledge and skills to identify Dangerous Goods Presented as General Cargo in accordance with GACA, ICAO and IATA rules and regulation.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

- Comply with dangerous goods safety principles
- Ensure DG shipments are not loaded unless declared
- Apply Reporting Procedures

## Who should attend?

- Freight forwarder staff involved in the handling, processing and accepting goods presented as general cargo
- Operator and ground handling agent staff involved in handling, processing and accepting goods presented as general cargo
- Airline and cargo training specialists
- Operations managers and frontline supervisors

## What is covered?

- GACAR 109 & IATA DGR Manual Requirements



## Course Language

- English.



## Duration

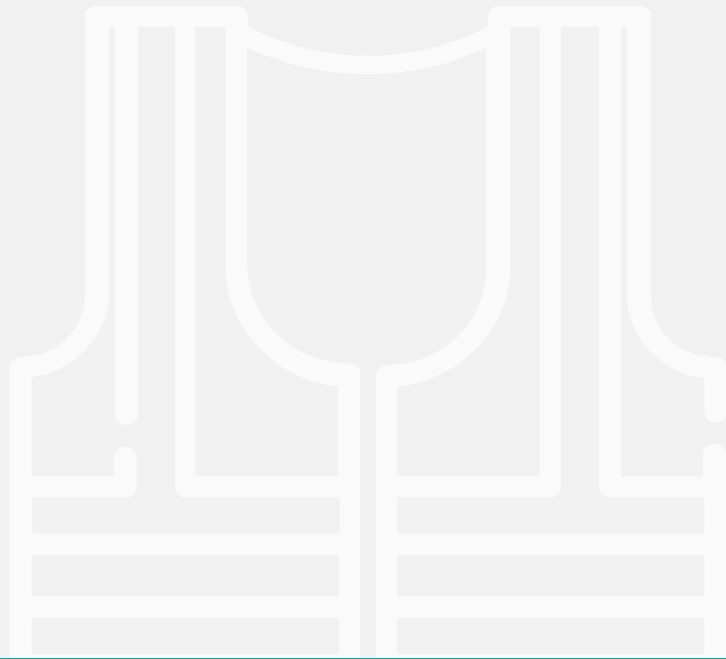
- 3 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.





# **Screening of Passengers and Crew and their Baggage, Cargo and Mail**

# Screening of Passengers and Crew and their Baggage, Cargo and Mail



## Course Summary

The course will provide participants with the knowledge and skills to Screen of Passengers and Crew and their Baggage, Cargo and Mail in accordance with GACA, ICAO and IATA rules and regulation.



## What will you learn?

Upon successful completion of this course, participants will be able to:

- Comply with dangerous goods safety principles
- Apply Accepting Procedures
- Apply DG accepting baggage procedures
- Apply Reporting Procedures



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What is covered?

- GACAR 109 & IATA DGR Manual Requirements



## Who should attend?

- All personnel Screening of Passengers and Crew and their Baggage, Cargo and Mail.



## Course Language

- English.



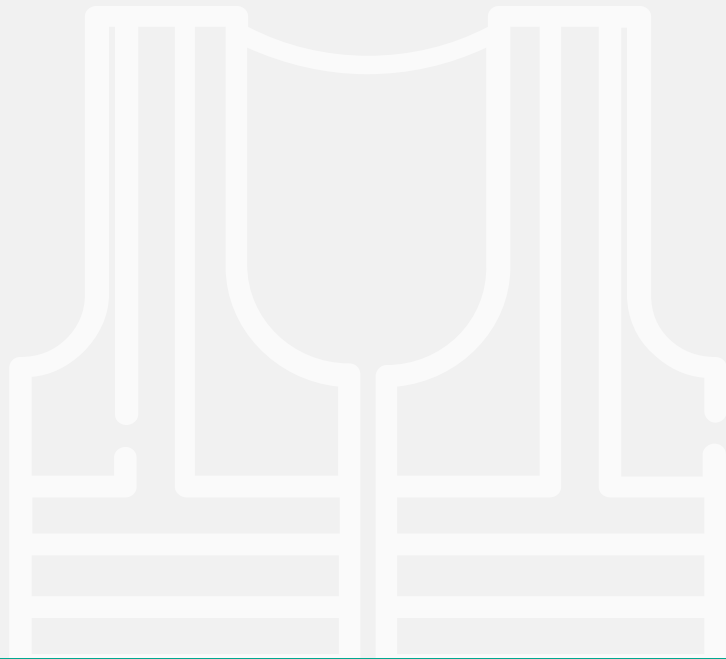
## Duration

- 2 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



# **Handling - Loading - Unloading Cargo at Warehouse / Aircraft**



# Handling - loading - Unloading Cargo at Warehouse / Aircraft



## Course Summary

- The course will provide participants with the knowledge and skills to load and Unload Cargo at Warehouse / Aircraft accordance with GACA, ICAO and IATA rules and regulation.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

Upon successful completion of this course, participants will be able to:

- Comply with dangerous goods safety principles
- Apply Pre-loading DGR Procedures
- Apply Transporting DG Cargo/Baggage Procedures
- Apply Reporting Procedures



## What is covered?

- GACAR 109 & IATA DGR Manual Requirements.



## Who should attend?

- All personnel load and Unload Cargo at Warehouse / Aircraft



## Course Language

- English.



## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



# **Processing or Accepting Dangerous Goods Consignments**





# Processing or Accepting Dangerous Goods Consignments



## Course Summary

- The course will provide participants with the knowledge and skills to Process or Accept Dangerous Goods Consignments accordance with GACA, ICAO and IATA rules and regulation.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

Upon successful completion of this course, participants will be able to:

- Comply with dangerous goods safety principles
- Apply accepting procedures for Non-Radioactive Materials
- Apply accepting procedures for Radioactive Materials
- Apply Reporting Procedures



## What is covered?

- GACAR 109 & IATA DGR Manual Requirements.



## Who should attend?

- All Personnel Processing or Accepting Dangerous Goods Consignments



## Prerequisites

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



## Course Language

- English.



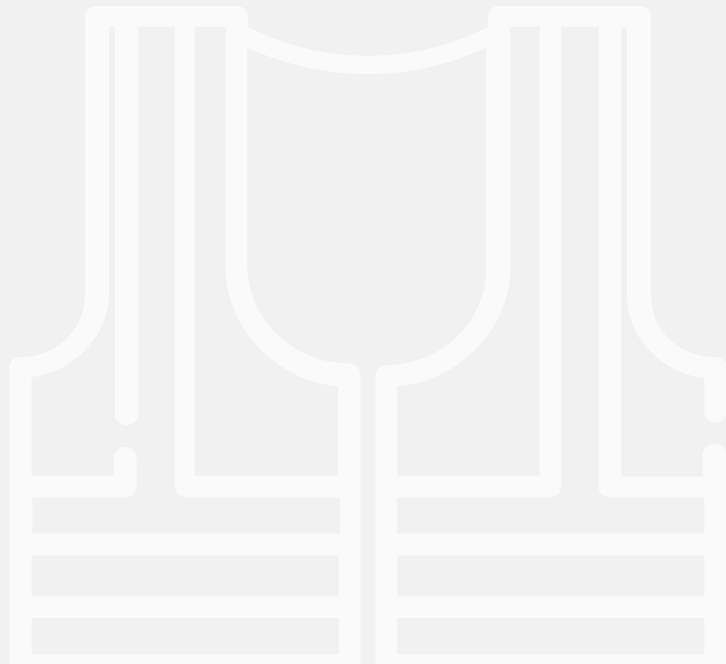
## Duration

- 5 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



## **Accepting Passenger and Crew Baggage and Direct Passenger Contact at an Airport**

# Accepting Passenger and Crew Baggage and Direct Passenger Contact at an Airport

## Course Summary

- The course will provide participants with the knowledge and skills to Accept Passenger and Crew Baggage and Direct Passenger Contact at an Airport accordance with GACA, ICAO and IATA rules and regulation.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

- Comply with dangerous goods safety principles
- Apply DG accepting baggage procedures
- Apply Reporting Procedures

## Who should attend?

- Airline, airport and ground handling passenger handling staff.

## What is covered?

- GACAR 109 & IATA DGR Manual Requirements



## Course Language

- English.



## Duration

- 2 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



## **Aerodrome (Annex 14)**



## Aerodrome (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.



### Learning Activities



Theory Classroom with Adult Learning Techniques.



### What will you learn?

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



### What is covered?

- ICAO Annex 14.



### Who should attend?

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



### Course Language

- English.



### Duration

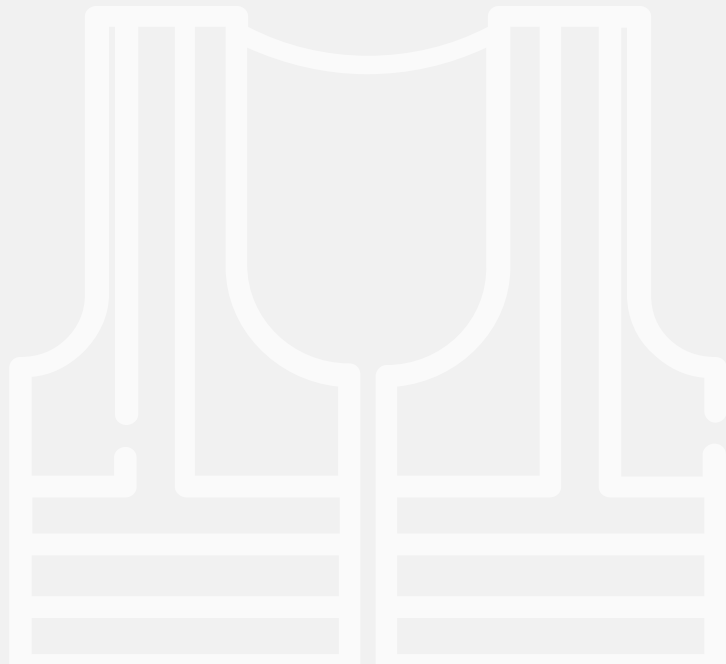
- 3 Days.



### Assessment and Certification

- Passing Grade is 70% of the Final Exam.





# **Introduction to Airport Operation**



# 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 you need to provide services which related to Airport Operations.



## What will you learn?

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



## Course Language

- English.



## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



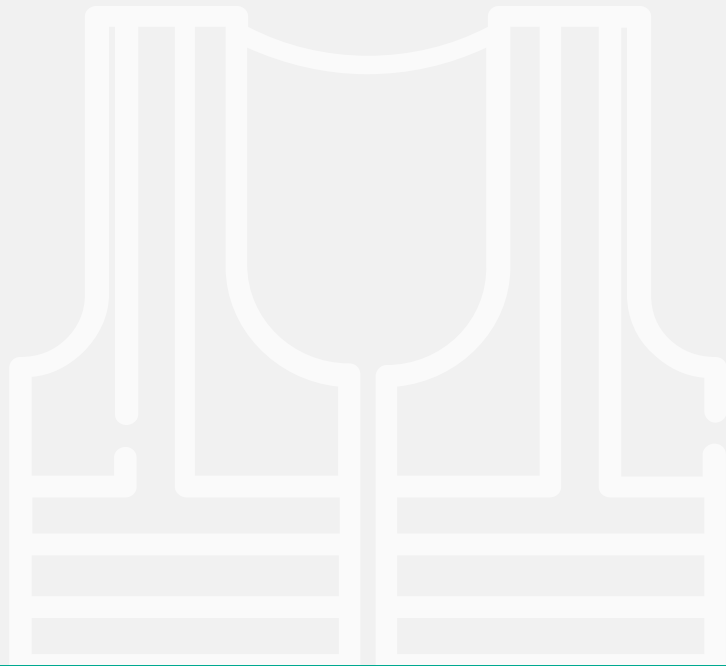
## What is covered?

- ICAO Annex 14.



## Who should attend?

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



# Airport Master Plan



# Airport Master Plan



## 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.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

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



## Who should attend?

- Supervisor level and above.



## Course Language

- English.



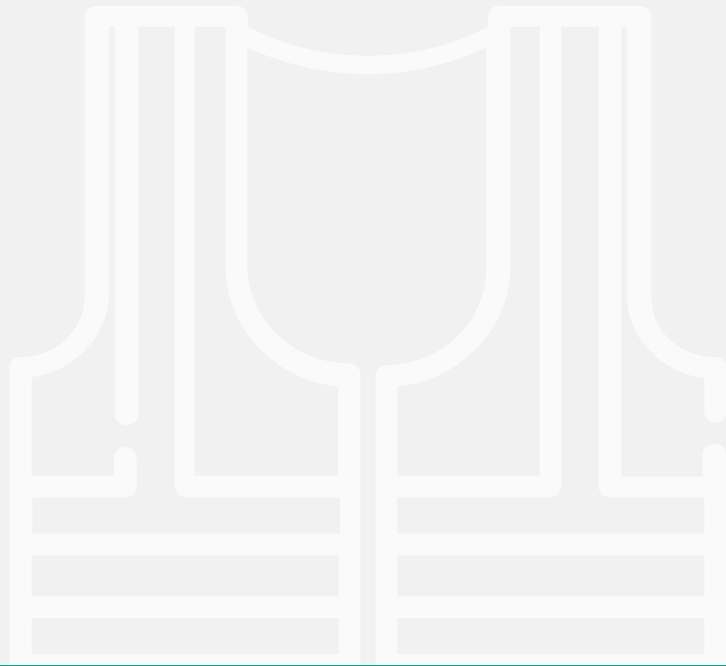
## Duration

- 5 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# **Safety Risk Management**



# 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.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you 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 blast and fumes.



## Who should attend?

- Supervisor level and above.



## Course Language

- English.



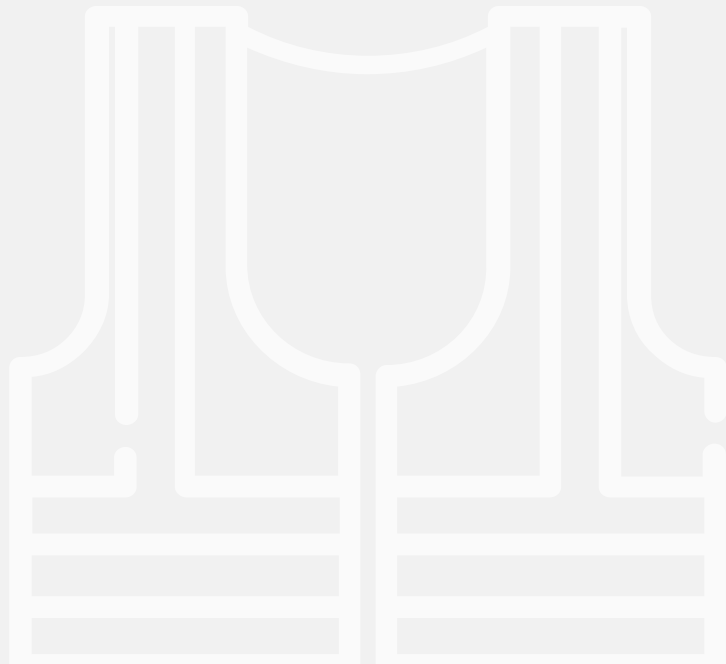
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



# **Quality Management System for Airport Operations**

# 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.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

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



## Who should attend?

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



## Course Language

- English.



## Duration

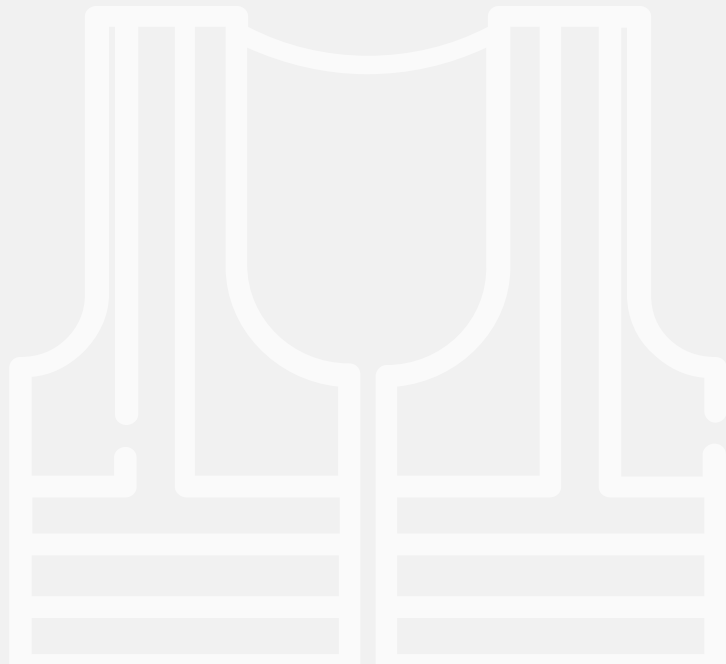
- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.





## **GACA Regulation – Part 139**

# GACA Regulation – Part 139



## Course Summary

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



## What will you 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.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## Who should attend?

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



## Course Language

- English



## Duration

- 3 Days



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# Passenger Services



# Passenger Services



## Course Summary

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



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you 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.



## Who should attend?

- All terminal staff.
- Any staff with passenger services



## Course Language

- English.



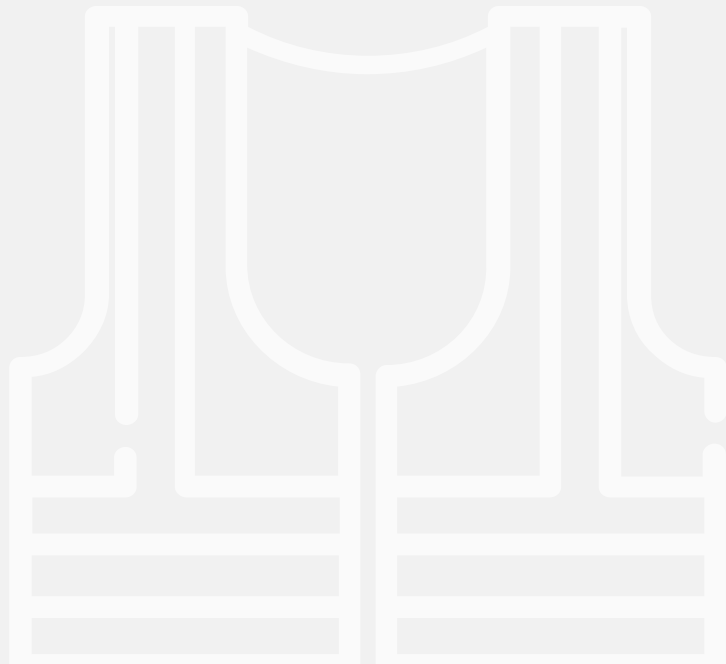
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# Terminal Operation



# Terminal Operation

## Course Summary

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

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

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

## Who should attend?

- All airport employee working on Terminal or Landside.



## Course Language

- English.



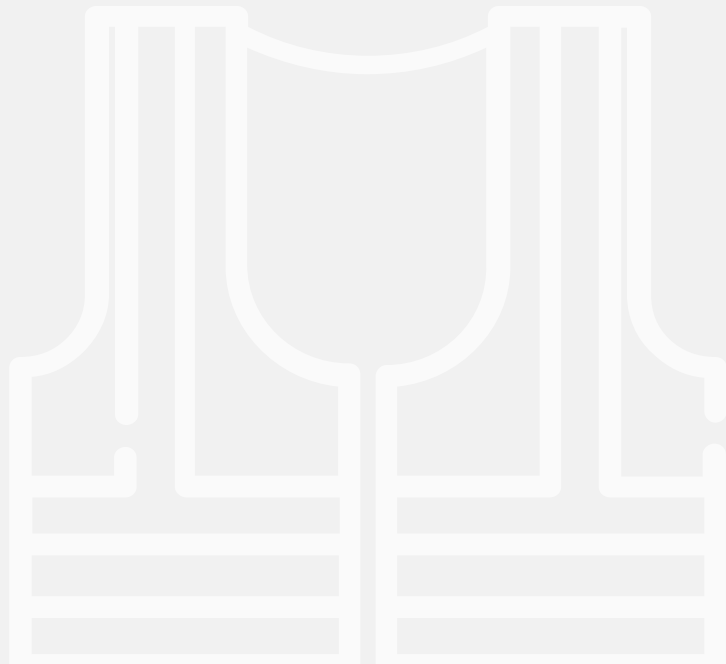
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# Ground Handling



# 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 on airside and landside.



## What will you 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

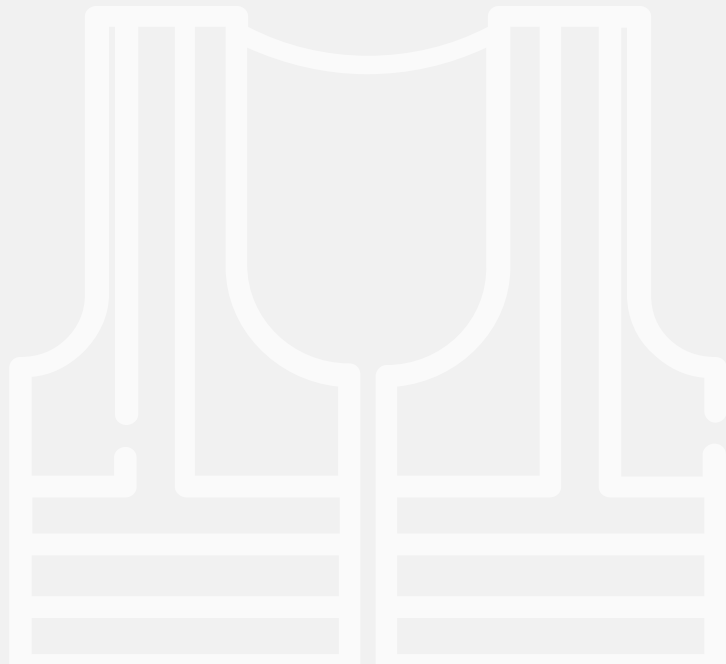
- 2 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.





# Quality of Work at Airport



# 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 Satisfaction Measurement Tools.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

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



## Who should attend?

- All GSP employees.
- Supervisor Level and Above.



## Course Language

- Arabic.



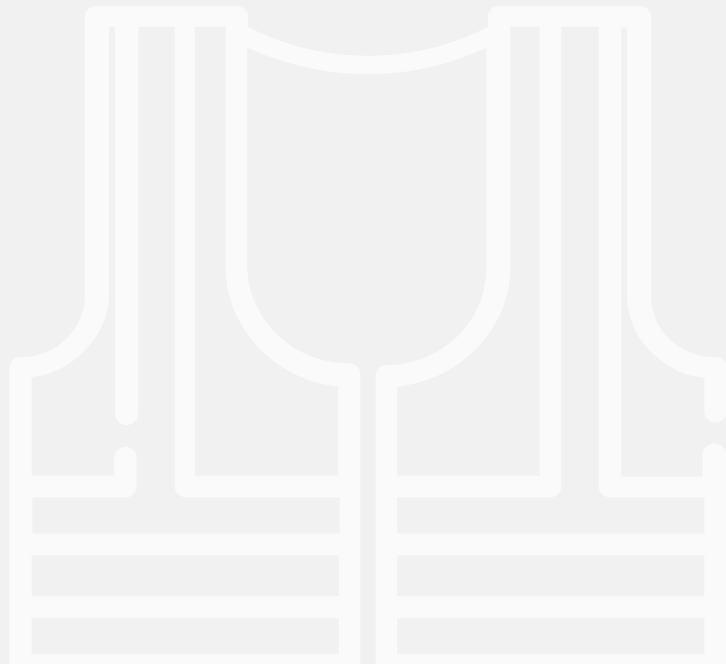
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# Airport Safety



# Airport Safety



## Course Summary

- This subject provides trainees with the basic skills, knowledge and attitudes to understand the Airport safety standards and best practices.



## What will you learn?

- Safety Philosophy
- Workload Management
- FOD Prevention
- Fire Prevention
- Accidents, Incidents and Near Miss
- Airside Hazards
- Personal Protection Equipment



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## Who should attend?

- All Airport Operators Employees
- All GSP Employees.
- Supervisor Level and Above.



## Course Language

- English.



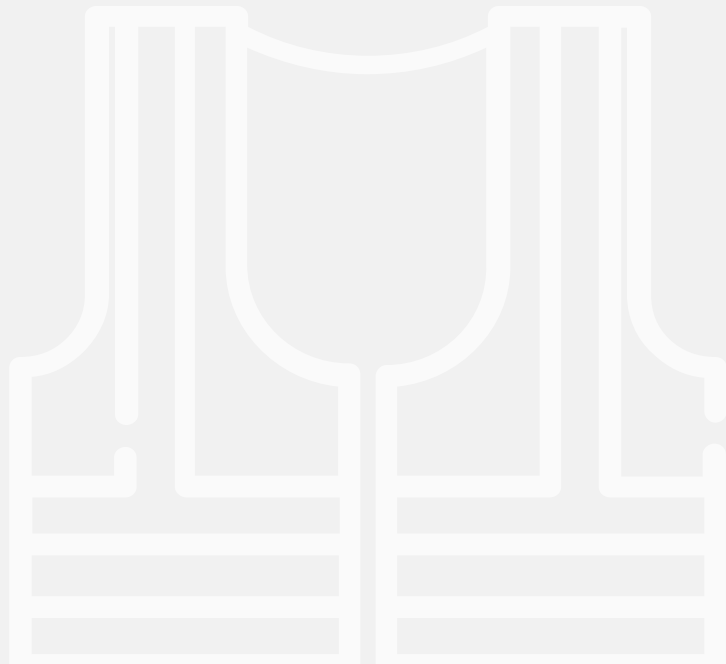
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



# **Safety Management System (Introduction)**

# Safety Management System (Introduction)

## Course Summary

This Subject Provides Trainees with the Basic skills, knowledge and attitudes to understand the Safety Management System and their Pillars according to ICAO Annex 19 and GACAR part 5.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

- Introduction to SMS
- SMS Farmwork
- SMS Pillars
- SMS Elements
- SMS Implementation

## Who should attend?

- All Airport Operators Employees
- All GSP Employees.
- Supervisor Level and Above.



## Course Language

- English.



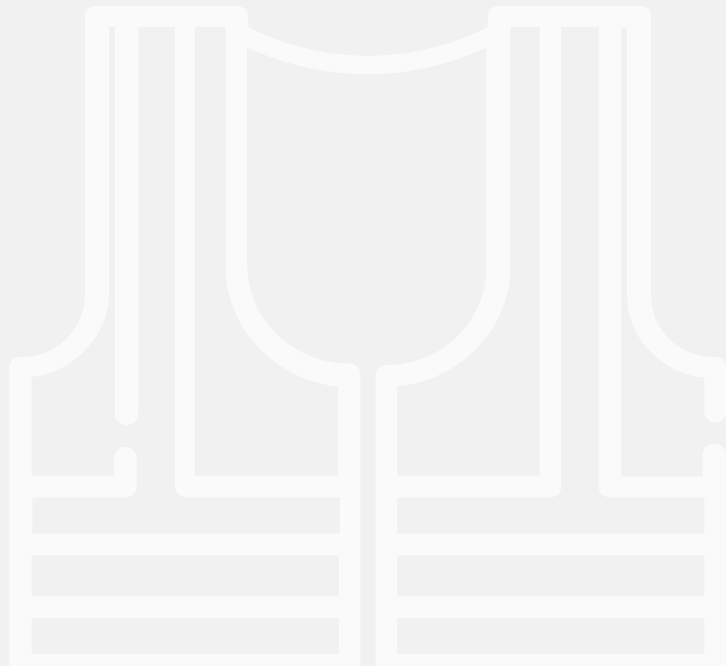
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



# **Airport Familiarization**



# Airport Familiarization



## Course Summary

- This subject provides trainees with the basic skills, knowledge and attitudes to understand the Aerodrome layout and airport facilities.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

- Landside
- Airside
- Access Control System
- Airport / Airlines / GSPs Offices
- Airport Authority Offices
- Emergency Assembly Points
- Emergency Contact



## Who should attend?

- All Airport Operators Employees
- All GSP Employees.



## Course Language

- English.



## Duration

- 1 Day.



## Assessment and Certification

- Attendance.





# AIRSIDE OPERATION



# AIRSIDE OPERATION

## Course Summary

- Know and understand the basic fundamental concepts, policies, procedures, and standard rules and regulations of Airside Operations, particularly the Five (5) Major Operational Airside Operational functions, tasks, duties and responsibilities Know and understand the managerial and supervisory theories, concepts, policies, Procedures, standard rules and regulations on Airside Operations

## What will you learn?

- Airside Operations: Its Components, Scope of Services and Operational Functions
- Airport Inspection Concepts
- Airside Self-Inspection Procedures
- Airfield Surface Inspection Procedures
- Aerodrome Movement Areas and Obstacle Limitation Surface Inspection Procedures
- Disabled Aircrafts and Runway Incursions



## Course Language

- English / Arabic.



## Duration

- 5 Days.



## Assessment and Certification

- Attendance Course Certificate.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

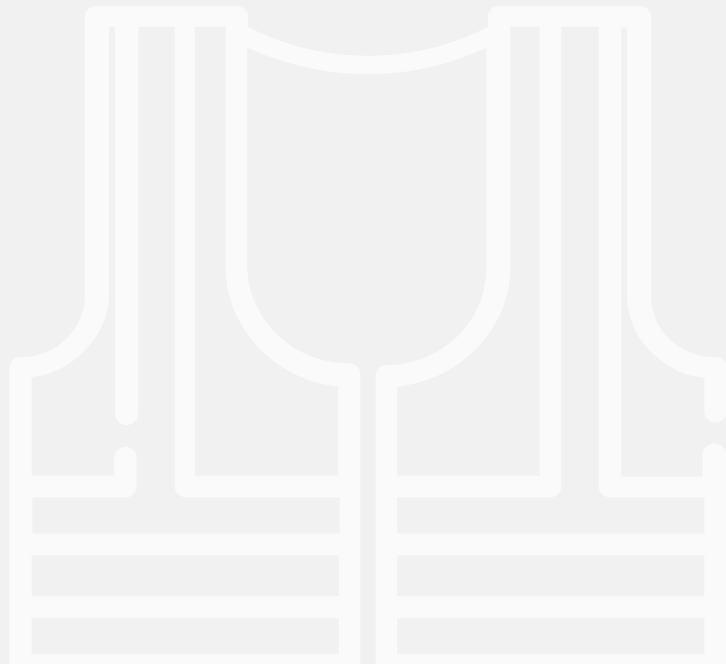
## Who should attend?

All employee who work for:

- Airport Operation
- Airport safety

## What is covered?

- AIRSIDE AREA



# **Emergency Plan & Response for Ground operations – Awareness**

# Emergency Plan & Response for Ground operations – Awareness



## Course Summary

- The course will provide participants with the knowledge and skills needed to plan and respond to emergencies.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

- Identify the basics of Emergency Response and Standard Communication.
- Identify The Definitions, Terminologies and Abbreviations.
- Identify Agencies Involved and Emergency Teams.
- Identify Alarm Plans and Notification.
- Identify airside safety



## Who should attend?

- All Airport Employees



## What is covered?

- AIRSIDE AREA



## Course Language

- English / Arabic.



## Duration

- 1 Day.



## Assessment and Certification

- Attendance Course Certificate.



# **INTRODUCTION TO AIRPORT MANAGEMENT**



# INTRODUCTION TO AIRPORT MANAGEMENT



## Course Summary

- The course will provide participants with the knowledge and skills needed to understand management at airport.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

- Understand role of airport manager.
- Understand management function.
- Identify type of organization.
- Identify style of leadership.
- Identify managerial styles.
- Understand and apply standard operating procedures (SOPs).



## Who should attend?

- All Airport Employees



## What is covered?

- AIRSIDE AREA



## Course Language

- English / Arabic.



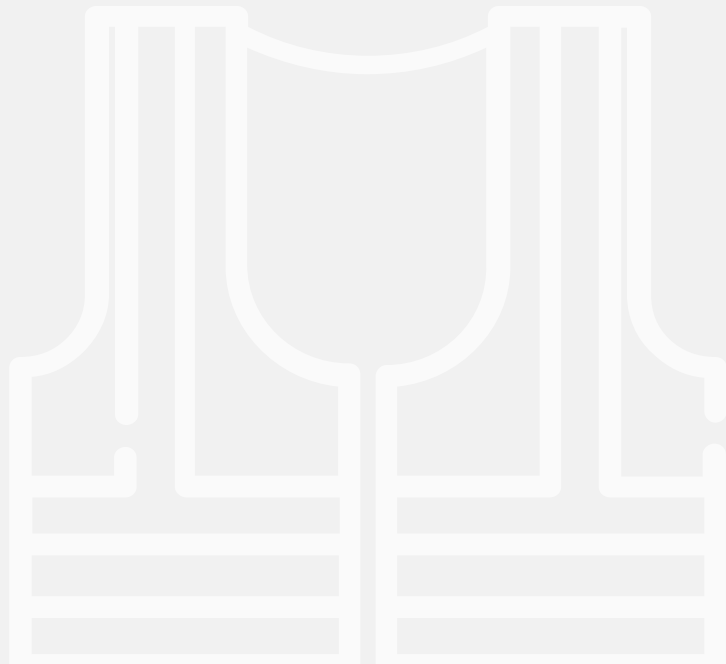
## Duration

- 3 Days.



## Assessment and Certification

- Attendance Course Certificate.



# Runway incursion



# Runway Incursion



## Course Summary

- The course will provide participants with the knowledge and skills necessary for Runway Incursion accordance the ICAO 9870 Document.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

- Introduction to runway incursion prevention
- Main factors
- Establishing a runway incursion prevention programme
- Recommendations
- Incident reporting and data collection
- Runway incursion severity classification (RISC) alculator



## Who should attend?

- All operation and safety employees



## Course Language

- English / Arabic.



## Duration

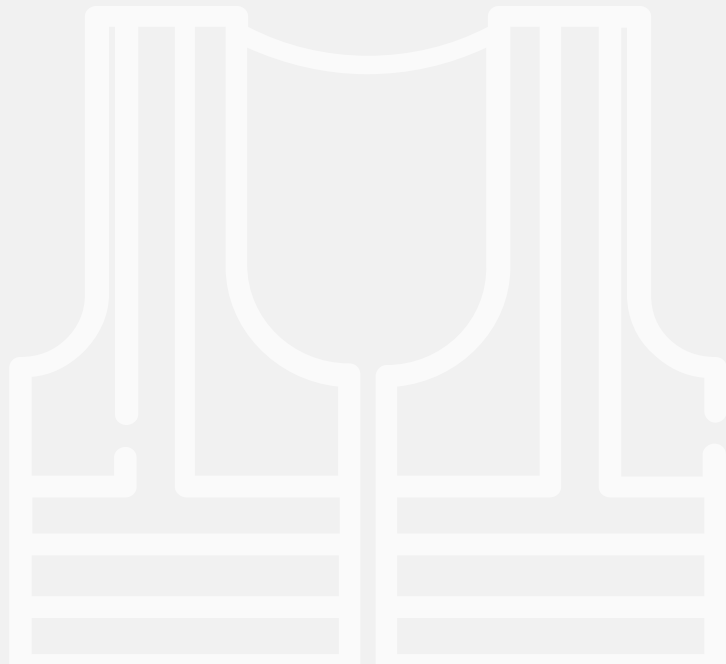
- 3 Days.



## Assessment and Certification

- Attendance Course Certificate.





## **Marshalling & Follow Me**



# Marshalling & Follow Me

## Course Summary

- The course will provide participants with the knowledge and skills necessary to ensure the safe and efficient aircraft movement and parking, in accordance with GACARs, ICAO SARPs, IATA Standard and airport safety procedures.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

- Use Marshalling Signals to guide an aircraft.
- Inspect serviceability of follow-me vehicle.
- Inspect apron and taxiways.
- Lead an aircraft through Follow-me Vehicles
- Escort vehicles in the airside

## Who should attend?

- All AIRSIDE OPERATION Employees



## Course Language

- English / Arabic.



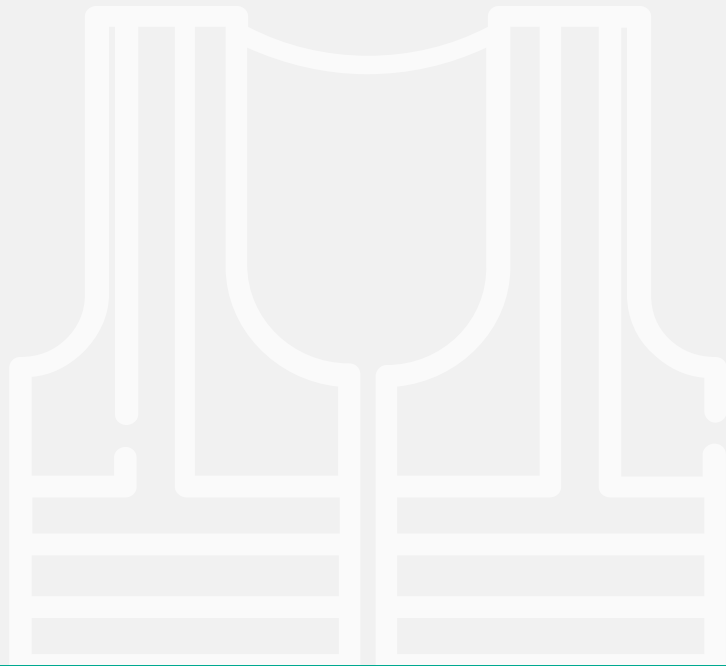
## Duration

- 5 Days.



## Assessment and Certification

- Attendance Course Certificate.



# **Safety Management System (Awareness)**

# Safety Management System (Awareness)

## Course Summary

- This Subject Provides Trainees with the Basic skills, knowledge and attitudes to understand the Safety Management System and their Pillars according to ICAO Annex 19 and GACAR part 5.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

- Introduction to SMS
- SMS Framework
- SMS Reporting
- SMS Importance

## Who should attend?

- All Airport Operators Employees
- All GSP Employees.



## Course Language

- English.



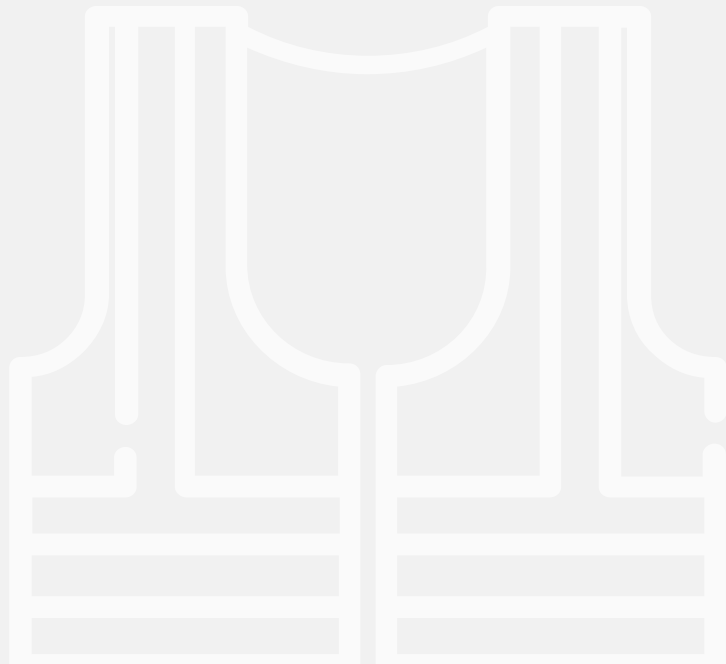
## Duration

- 1 Day.



## Assessment and Certification

- Attendance.



# **Safety Management System (Advanced)**



# Safety Management System (Advanced)

## Course Summary

- This Subject Provides Trainees with the skills, knowledge and attitudes to Build and Enhance the Safety Management System and their Pillars according to ICAO Annex 19 and GACAR part 5.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

- Introduction to SMS
- SMS Framework
- SMS Pillars
- SMS Elements
- SMS Implementation Phases
- Reporting Structure
- Safety Risk Management

## Who should attend?

- All Airport Operators Employees
- All GSP Employees.



## Course Language

- English.



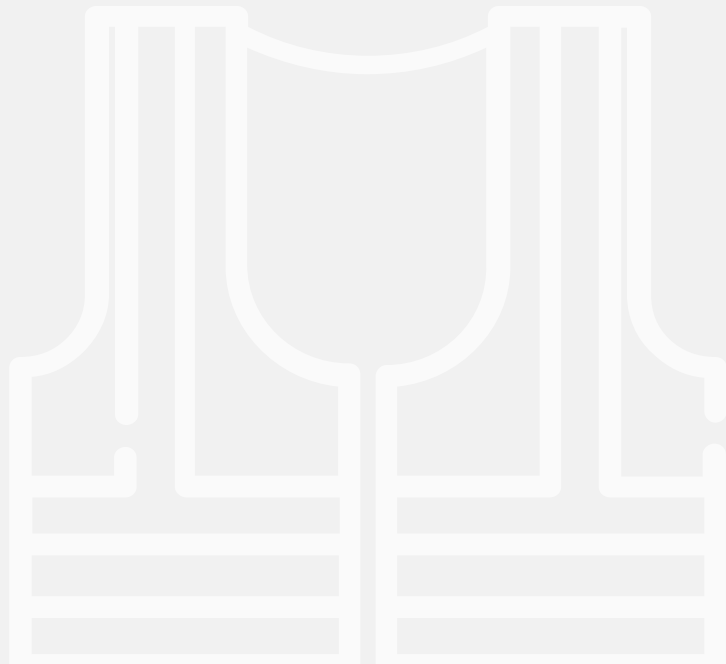
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.



# **Airside Accident / Incident Reporting Procedures**



# Airside Accident / Incident Reporting Procedures



## Course Summary

- This Subject Provides Trainees with the skills, knowledge and attitudes to airport occurrence reporting procedure in accordance with ICAO Annex 13.



## Learning Activities



Theory Classroom with Adult Learning Techniques.



## What will you learn?

- Occurrences categories.
- Reporting types.
- Mandatory reporting information.
- Occurrence Reporting.



## Who should attend?

- Safety Employee.
- Supervisor Level and Above.



## Course Language

- English.



## Duration

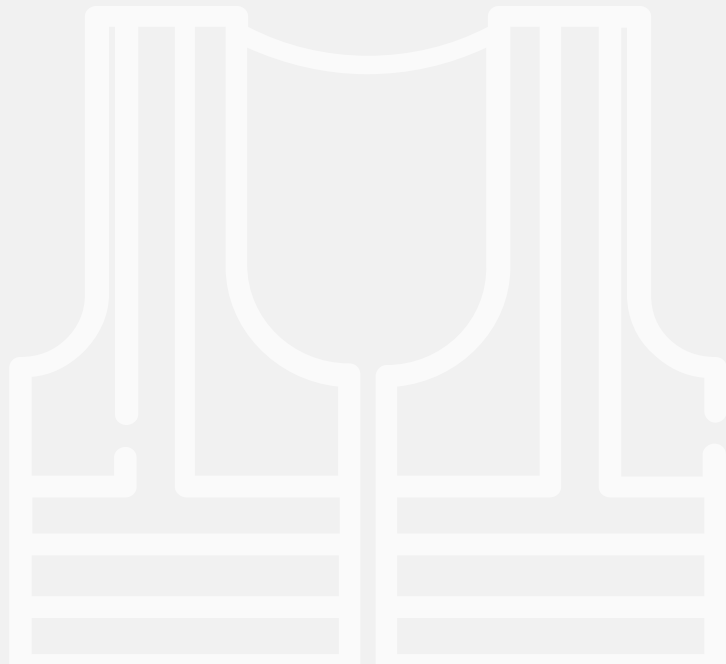
- 5 Days.



## Assessment and Certification

- Passing Grade is 80% of the Final Exam.





# Introduction to Cargo Operation



# Introduction to Cargo Operation

## Course Summary

- This Subject Provides Trainees with a comprehensive understanding of cargo operations at an airport. Improve your understanding of various components of cargo operations, and how these components interact with each other in daily cargo operations.

## What will you learn?

Upon completing this course you will be able to:

- Understand air cargo operations framework and key regulations.
- Provide oversight to complex air cargo operations.
- Understand the principles of special cargo handling.
- Utilize technology tools and trends in the industry.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## Who should attend?

- All Cargo Staff
- Airport Operations Supervisor



## Course Language

- English.



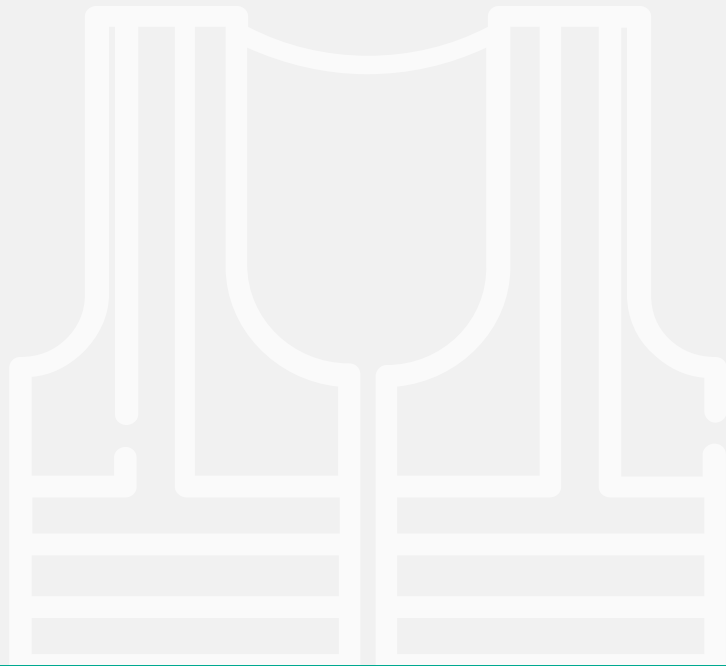
## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# **Conducting Apron Regulatory Safety Inspections**



# Conducting Apron Regulatory Safety Inspections

## Course Summary

- This course will provide apron safety inspectors/analysts with the necessary knowledge, skills and attitude to effectively perform apron regulatory safety inspections in accordance with GACAR Safety Regulations, GACAR Section 21 Safety Management System and Airport Operations Manual.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## What will you learn?

Upon completing this course you will be able to:

- Perform daily regulatory inspections
- Monitor ground handling safety operations
- Apply emergency and evacuation process
- Respond to accident/incident calls

## Who should attend?

- All Cargo Staff
- Airport Operations Supervisor



## Course Language

- English.



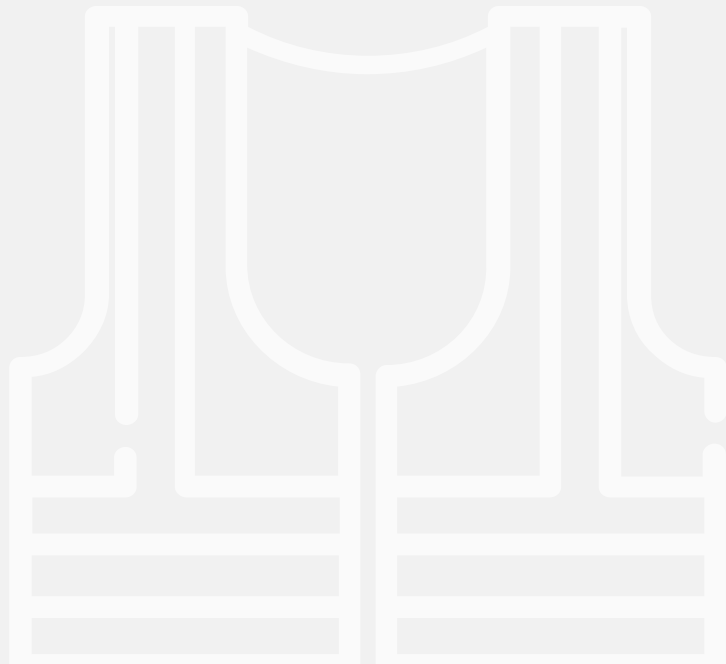
## Duration

- 5 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



# **Airport Slots and Coordination**



# Airport Slots and Coordination

## Course Summary

- The course will provide participants with the knowledge and skills necessary to allocate and coordinate airport slots by applying IATA's Worldwide Slot Guidelines (WSG), the accepted global standard for the policies, principles, and procedures of airport slot management.

## What will you learn?

Upon completing this course you will be able to:

- Allocate slots according to the requirements and procedures for either facilitated (level 2) airports or coordinated (level 3) airports.
- Apply the standard procedures for communication between airlines and slot coordinators.
- Maximize your slot portfolio management capabilities.
- Apply slot procedures and understand the impact of international rules and regulations.
- Execute slot messages in compliance with SSIM Chapter 6.
- Analyze capacity.

## Learning Activities



Theory Classroom with Adult Learning Techniques.

## Who should attend?

- Airline slot managers and network staff.
- Airport slot coordination staff.



## Course Language

- English.



## Duration

- 3 Days.



## Assessment and Certification

- Passing Grade is 70% of the Final Exam.



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& SAFETY**

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