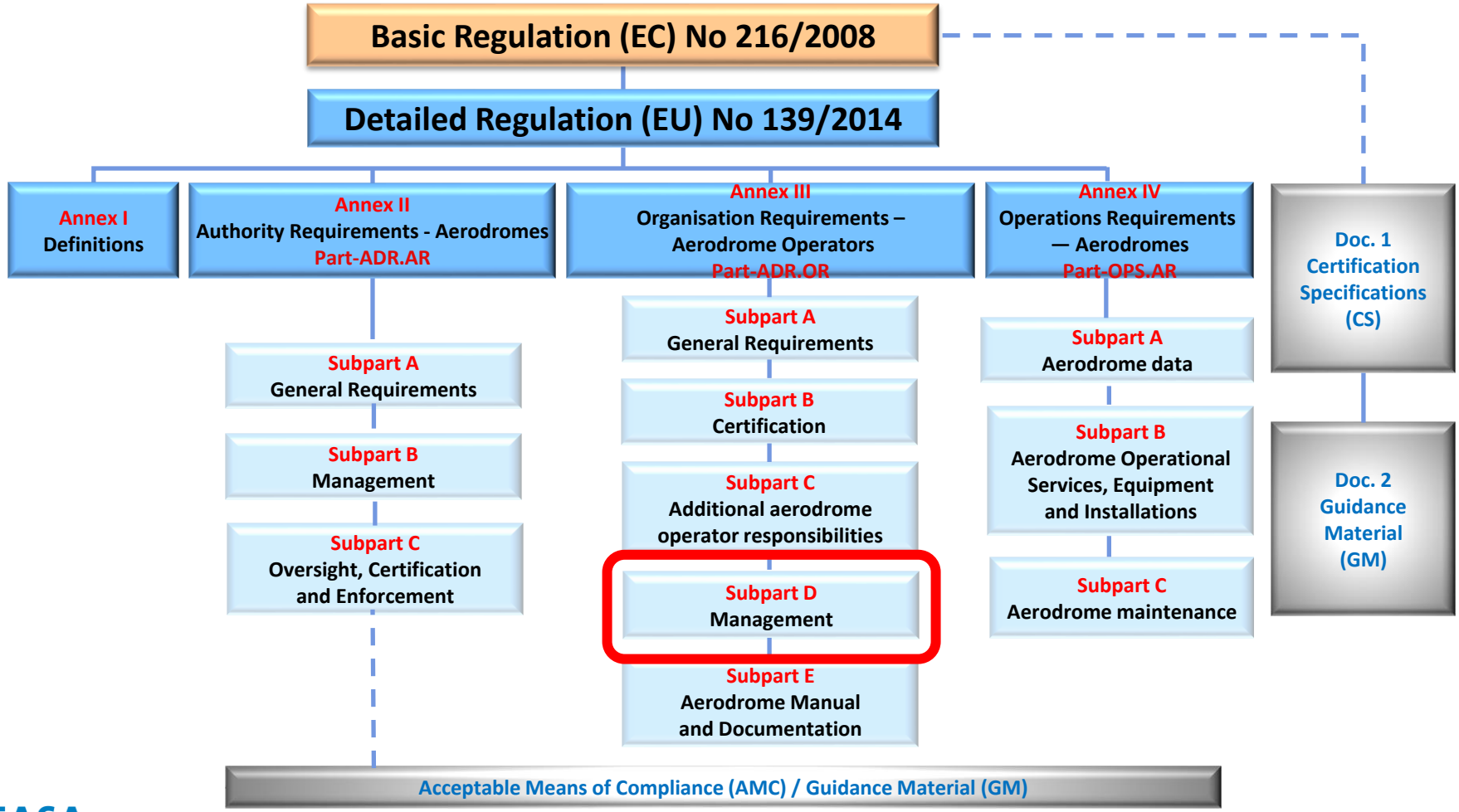
EASA
European Union Aviation Safety Agency

ARISE+
Funded by the European Union and implemented by the European Union Aviation Safety Agency

P5.2. Training and Competency

Your safety is our mission.

An Agency of the European Union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P5.2. Training and Competency

1. Facilities and Personnel
2. Training and proficiency
    - KEY CONCEPTS
    - TRAINING MANAGEMENT CONCEPTS
    - TRAINING ORGANISATIONS

P5.2. Training and Competency

1. **Facilities and Personnel**
2. Training and proficiency
    - KEY CONCEPTS
    - TRAINING MANAGEMENT CONCEPTS
    - TRAINING ORGANISATIONS

P5.2. Training and Competency

FACILITIES

ADR.OR.D.020 Facilities requirements

(a) The aerodrome operator shall ensure that adequate and appropriate facilities are available to its personnel or personnel employed by parties with whom it has contracted for the provision of aerodrome operational and maintenance services.

(b) The aerodrome operator shall designate appropriate areas at the aerodrome to be used for the storage of dangerous goods transported through the aerodrome, in accordance with the Technical Instructions.

P5.2. Training and Competency

FACILITIES

GM1 ADR.OR.D.020(a) Facilities requirements

ED Decision 2014/012/R

FACILITIES TO BE PROVIDED

Facilities should be provided to allow the performance of all tasks and activities in accordance with the applicable requirements. This includes, but is not limited to:

(a) adequate offices, working space, and office equipment;

(b) personnel protective equipment;

(c) equipment necessary for inspecting the aerodrome and its facilities, such as clinometers, distance measurement devices, etc.; and

(d) access to data sources necessary for the development and effective functioning of the safety management system and compliance monitoring of the aerodrome.

AMC1 ADR.OR.D.020(b) Facilities requirements

ED Decision 2014/012/R

Designated areas may vary and include facilities such as cargo areas, or even open-air areas.

Aircraft stands should also be designated for aircrafts that carry dangerous goods.

The aerodrome shall **APPOINT** ADR.OR.D.015 (a)

Accountable Manager
ADR.OR.D.015 (a)

The aerodrome operator shall **NOMINATE**
ADR.OR.D.015 (b)
ADR.OR.D.015 (C)

NOMINATED PERSONS

Operation Manager
ADR.OR.D.015 (b)

Maintenance Manager
ADR.OR.D.015 (b)

Safety Manager
ADR.OR.D.015 (c)

Training Manager
AMC1 OR.D.015(a)

Compliance Monitoring
AMC1 OR.D.015(a)

optional

P5.2. Training and Competency

PERSONNEL REQUIREMENTS

OBLIGATIONS
should:

Skills and knowledge
should have:

P5.2. Training and Competency

Accountable Manager
ADR.OR.D.015 (a)

ORGANISATION should:

- ENSURE RESOURCES
- REDUCTION OF OPERATIONS
- SAFETY POLICY
- COMPLIANCE

P5.2. Training and Competency

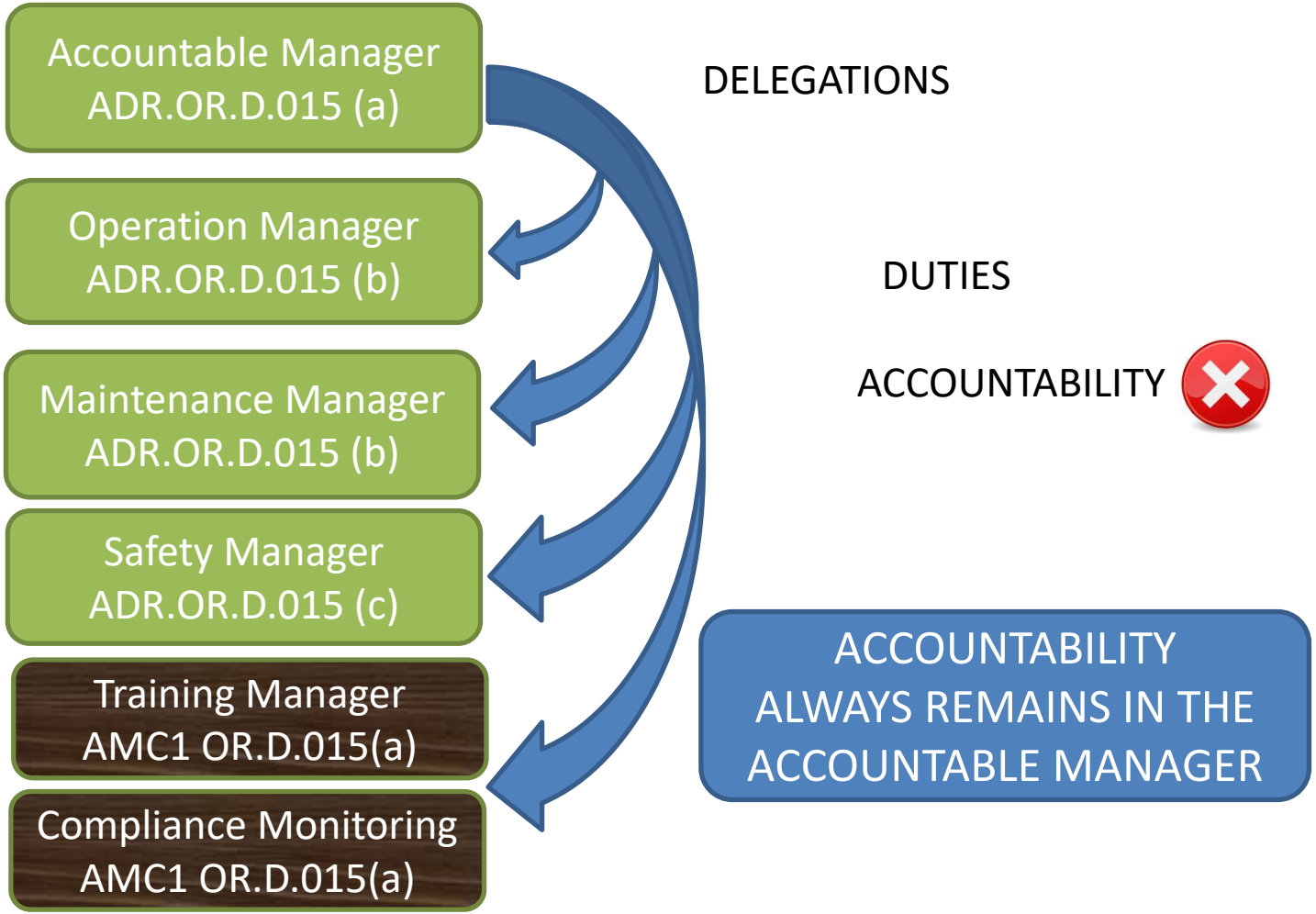
Accountable Manager
ADR.OR.D.015 (a)

SKILLS
should have:

LEVEL OF AUTHORITY

KNOWLEDGE

- aerodrome safety standards
- requirements for competence
- safety, quality, and security systems
- role of the accountable manager
- risk management


Accountable Manager
ADR.OR.D.015 (a)
Operation Manager
ADR.OR.D.015 (b)
Maintenance Manager
ADR.OR.D.015 (b)
Safety Manager
ADR.OR.D.015 (c)
Training Manager
AMC1 OR.D.015(a)
Compliance Monitoring
AMC1 OR.D.015(a)
DELEGATIONS
DUTIES
ACCOUNTABILITY
ACCOUNTABILITY
ALWAYS REMAINS IN THE
ACCOUNTABLE MANAGER

P5.2. Training and Competency

WHO HAS A LEVEL OF AUTHORITY AT THE AIRPORTS ENOUGH TO GUARANTEE THE RESOURCES?

P5.2. Training and Competency

ADR.OR SUBPART D

GM1 ADR.OR.D.015(a) Personnel requirements

Depending on the size, structure and complexity of the organisation, the accountable manager may be:

(a) the chief executive officer (CEO);

(b) the chief operating officer (COO);

(c) the chairperson of the board of directors;

(d) a partner; or

(e) the proprietor.

P5.2. Training and Competency

Operation Manager
ADR.OR.D.015 (b)

Maintenance Manager
ADR.OR.D.015 (b)

Safety Manager
ADR.OR.D.015 (c)

SKILLS
should have:

PRACTICAL EXPERIENCE

KNOWLEDGE

- applicable requirements
- aerodrome manual
- safety, quality, and security

Safety Manager
ADR.OR.D.015 (c)

OBLIGATIONS
should:

RESPONSIBLE FOR SMS

- Hazards & risks
- safety actions
- reporting
- reports on safety
- SMS documents
- SMS training
- advice on safety
- incident investigation

P5.2. Training and Competency

The aerodrome operator shall nominate ADR.OR.D.015 (b)

Nominated Persons

Operations Manager ADR.OR.D.015 (b)

Maintenance Manager ADR.OR.D.015 (b)

Safety Manager ADR.OR.D.015 (c)

P5.2. Training and Competency

CAN THEY BE NOMINATED FOR SEVERAL POSITIONS?

CAN THEY BE NOMINATED IN DIFFERENT AIRPORTS?

P5.2. Training and Competency

AMC1 ADR.OR.D.015(b) Personnel requirements

(3) The person nominated by the aerodrome operator should not be nominated by another aerodrome operator, unless agreed with the Competent Authority.

(4) Persons nominated should be foreseen to work sufficient hours to fulfil the management functions associated with the scale and complexity of the operation.

(5) A nominated person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the aerodrome operator's organisation, and the complexity of its operations.

P5.2. Training and Competency

AMC1 ADR.OR.D.015(b) Personnel requirements

(d) The safety manager should not be one of the persons referred to in ADR.OR.D.015(b) or AMC2 ADR.OR.D.005(b)(11). However, in the case of less complex aerodrome organisations/operations, the safety manager may be the accountable manager, or one of the persons referred to in ADR.OR.D.015(b), or AMC2 ADR.OR.D.005(b)(11), or any other person at appropriate management level, provided that he/she can act independently of other managers within the organisation of the aerodrome operator, and has direct access to the accountable manager and to appropriate management for safety matters.

CHANGES IN NOMINATED PERSONS

AERODROME OPERATOR

AESA AGENCIA ESTATAL DE SEGURIDAD AÉREA

INTERVIEW

CHANGE

SKILLS
should have:

P5.2. Training and Competency

DRIVERS

ARFF

P5.2. Training and Competency

1. Facilities and Personnel
2. Training and proficiency
   - KEY CONCEPTS
   - TRAINING MANAGEMENT CONCEPTS
   - TRAINING ORGANISATIONS

P5.2. Training and Competency

6 KEY COMMON CONCEPTS

1. WHAT IS WHAT
2. PURPOSE
3. CONTENTS
4. SCOPE
5. ROLES
6. REQUIREMENTS

P5.2. Training and Competency

WHAT IS WHAT

TRAINING IS GIVING LESSONS

PROFICIENCY CHECKS IS CHECKING THAT TRAINING

P5.2. Training and Competency

WHAT IS WHAT

WE SHOULD NOT CONFUSE

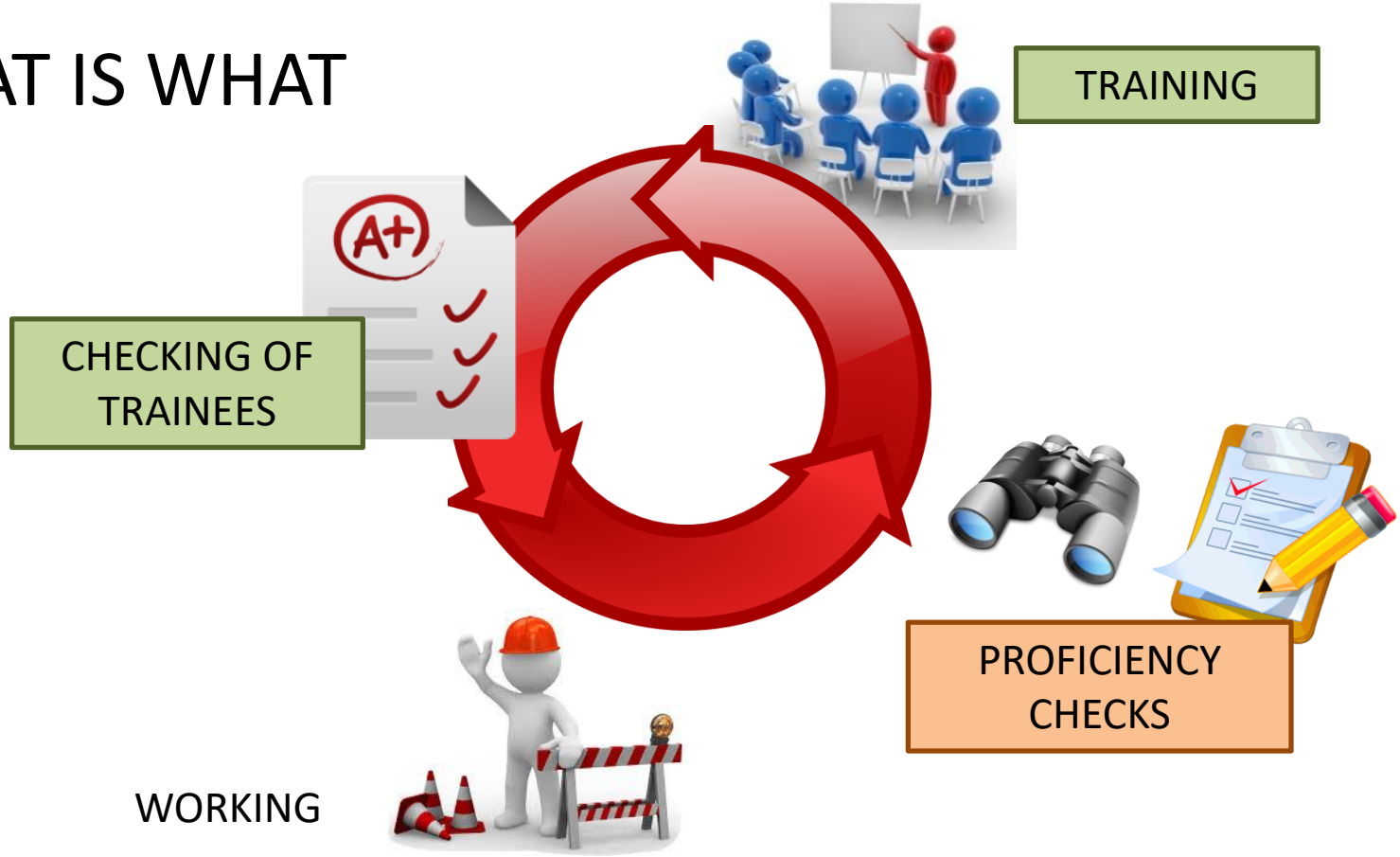
CHECKING OF TRAINING

WITH

PROFICIENCY CHECKS

P5.2. Training and Competency

WHAT IS WHAT



P5.2. Training and Competency

PURPOSE

TRAINING is for:

PREPARING Personnel to be QUALIFIED

PROFICIENCY CHECK is for:

ASSESSING the ability of an individual to PERFORM

P5.2. Training and Competency

CONTENTS

CONTENTS OF TRAINING PROGRAMME?

DEFINE TRAINING	METHODOLOGY	SYLLABI	LESSONS	TESTS	RESOURCES
RESPONSIBILITIES	MANAGER	INSTRUCTORS	ORGANISATIONS		
PROCEDURES	IDENTIFY NEEDS	PLAN FOR THE NEXT YEAR	WHAT TO DO WHEN PEOPLE FAIL TESTS		
TRAINING FILES	ONE FILE PER PERSON	ONE FILE PER ACTION			

P5.2. Training and Competency

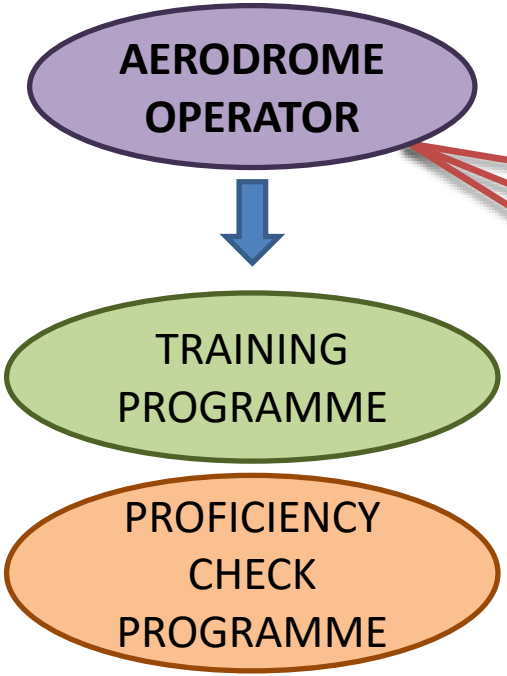
CONTENTS

CONTENTS OF PROFICIENCY CHECK PROGRAMME?

DEFINE CHECKS	METHODOLOGY	SYLLABI	LESSONS	TESTS	RESOURCES
RESPONSIBILITIES	MANAGER	INSTRUCTORS ASSESSORS		ORGANISATIONS	
PROCEDURES	IDENTIFY NEEDS	PLAN FOR THE NEXT YEAR		WHAT TO DO WHEN PEOPLE FAIL TESTS	
TRAINING FILES	ONE FILE PER PERSON	ONE FILE PER ACTION			

P5.2. Training and Competency

SCOPE



ADR.OR.D.017 Training and proficiency check programmes

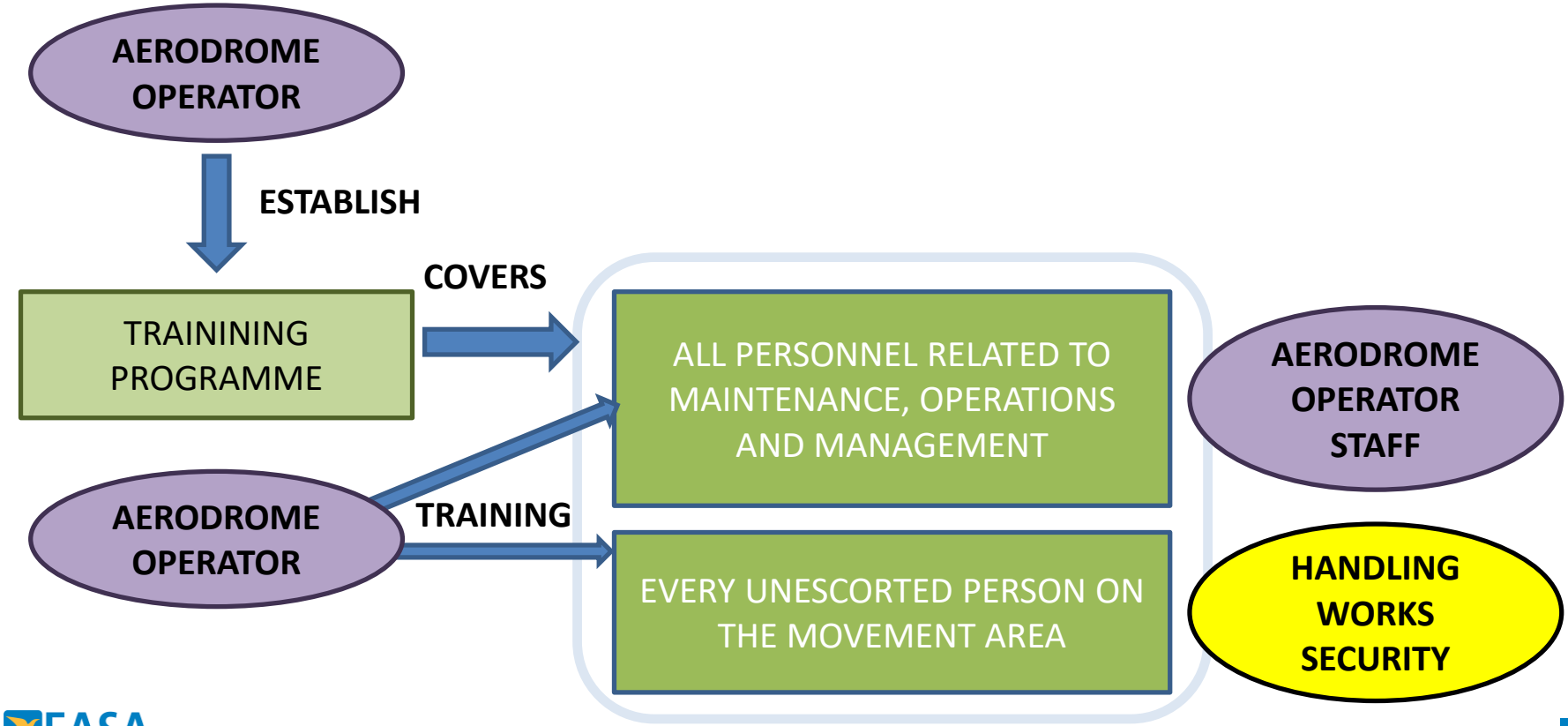
(a) The aerodrome operator shall establish and implement a training programme for personnel involved in the operation, maintenance and management of the aerodrome.

(b) The aerodrome operator shall ensure that unescorted persons operating on the movement area or other operational areas of the aerodrome are adequately trained.

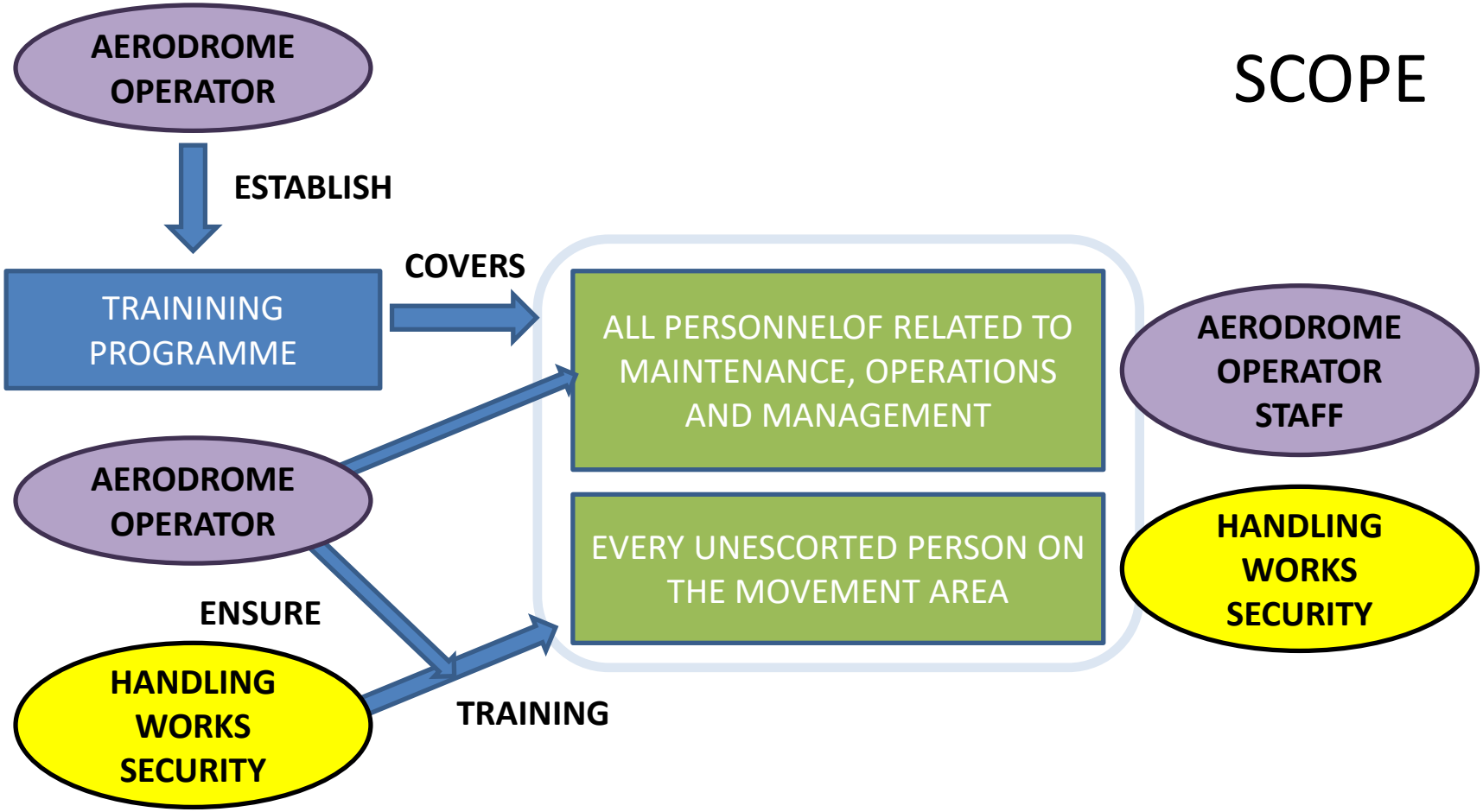
(c) The aerodrome operator shall ensure that persons referred to in points (a) and (b) above have demonstrated their capabilities in the performance of their assigned duties through proficiency check at adequate intervals to ensure continued competence.

P5.2. Training and Competency

SCOPE



SCOPE


AERODROME OPERATOR
ESTABLISH
TRAININING PROGRAMME
COVERS
ALL PERSONNELOF RELATED TO MAINTENANCE, OPERATIONS AND MANAGEMENT
AERODROME OPERATOR STAFF
AERODROME OPERATOR
EVERY UNESCORTED PERSON ON THE MOVEMENT AREA
HANDLING WORKS SECURITY
ENSURE
HANDLING WORKS SECURITY
TRAINING

P5.2. Training and Competency

ROLES

NOMINATES

NOMINATES

- Accountable Manager
- Training Manager
- INSTRUCTORS
- ASSESSORS

P5.2. Training and Competency

REQUIREMENTS

RECORD KEEPING

PROCEDURES

AUDITING

RESPONSIBILITIES

P5.2. Training and Competency

RESPONSABILITY

AMC1 ADR.OR.D.015(a) Personnel requirements

(3) Depending on the size and the complexity of operations, the accountable manager may delegate his/her responsibilities in the area of training, by nominating a training manager whose responsibilities should be the establishment, coordination, implementation of training programmes, and relevant record keeping of personnel training, as well as of the proficiency check programmes.

In any case, the accountability, ultimately, remains with the accountable manager.

P5.2. Training and Competency

RESPONSIBILITIES

INSTRUCTORS

AMC1 ADR.OR.D.017(d) Training and proficiency check programmes

INSTRUCTORS — ASSESSORS

(b) A person may be qualified and nominated both as an instructor and as an assessor by the aerodrome operator. However, such a person may not provide assessment for own instruction, courses, or material.

P5.2. Training and Competency

RESPONSIBILITIES

Theoretical instruction

(i) appropriate level and depth of knowledge in the field where instruction is to be given;

(ii) documented ability to use appropriate instructional techniques; and

(iii) adequate experience in the subject where instruction is to be given.

P5.2. Training and Competency

RESPONSIBILITIES

Instruction on practical skills

(i) meet the theoretical knowledge, and the working experience requirements appropriate to the instruction being given;

(ii) have demonstrated the ability to instruct, and to use appropriate instructional techniques;

(iii) are proficient in instructional techniques in the areas in which it is intended to provide instruction; and

(iv) receive regular refresher training to ensure that the instructional competences are maintained.

P5.2. Training and Competency

RESPONSIBILITIES

(1) have demonstrated the ability to assess the performance of, and conduct tests and checks in the areas covered by the training;

(2) receive regular refresher training to ensure that the assessment standards are maintained up to date; and

(3) meet the theoretical knowledge requirements appropriate to the instruction being given and have adequate working experience in the area of instruction.

P5.2. Training and Competency

PROCEDURES-RECORD KEEPING

1 FILE PER TRAINING

1 FILE PER TRAINEE

5 YEARS STORAGE

P5.2. Training and Competency

PROCEDURES-RECORD KEEPING

1 INTERNAL AUDIT A YEAR

SAFETY MANAGER

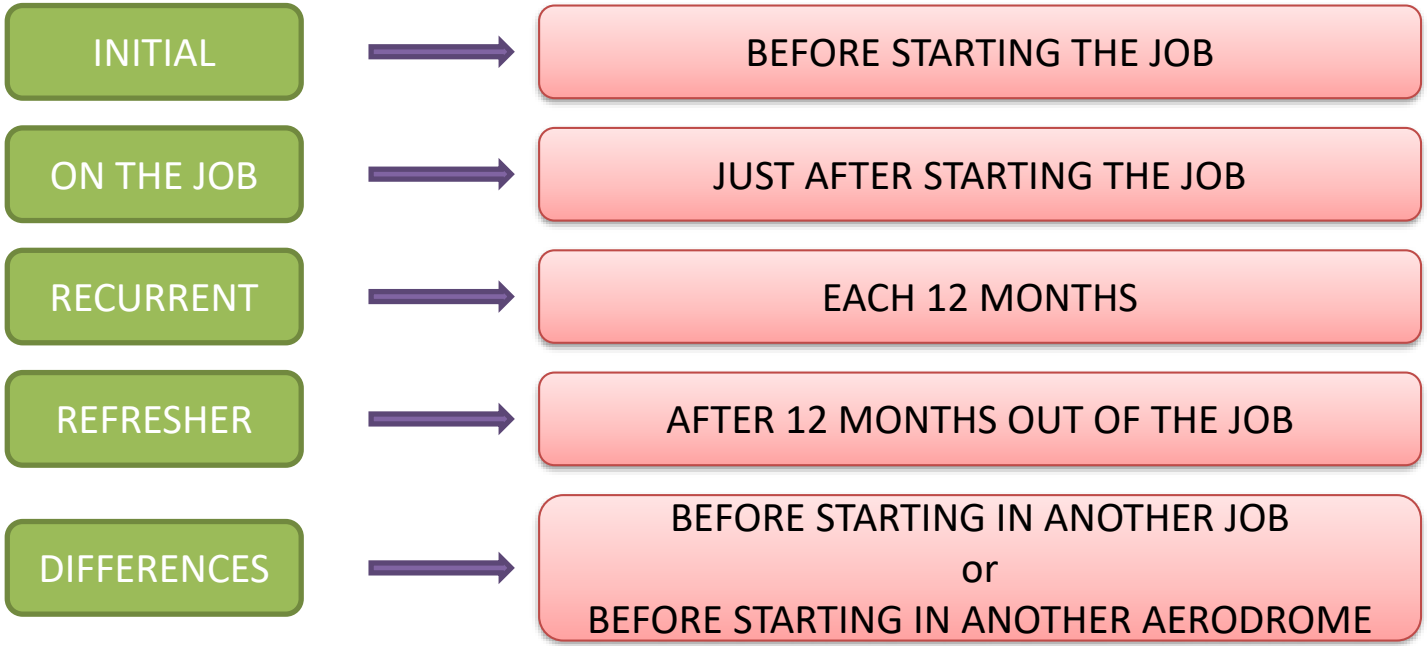
P5.2. Training and Competency

TRAINING MANAGEMENT CONCEPTS

- TYPES OF TRAINING
- TRAINING SYLLABUS
- TRAINING ITINERARY
- TRAINING PLAN

P5.2. Training and Competency

TYPES OF TRAINING



P5.2. Training and Competency

TRAINING SYLLABUS

GM1 ADR.OPS.B.010(a)(3) Rescue and firefighting services

TRAINING OF RESCUE AND FIREFIGHTING PERSONNEL

The training of rescue and firefighting personnel may include training in, at least, the following areas:

P5.2. Training and Competency

(a) aerodrome familiarization;

(b) aircraft familiarization;

(c) rescue and firefighting personnel safety;

(d) emergency communications systems on the aerodrome, including aircraft fire-related alarms;

(e) use of the fire hoses, nozzles, turrets, and other appliances;

(f) application of the types of extinguishing agents required;

(g) emergency aircraft evacuation assistance;

(h) firefighting operations;

(i) adaptation and use of structural rescue and firefighting equipment for aircraft rescue and firefighting;

(j) dangerous goods;

(k) familiarization with fire fighters' duties under the aerodrome emergency plan;

(l) low visibility procedures;

(m) human performance, including team coordination;

(n) protective clothing and respiratory protection;

(o) composite materials; and

(p) recognition of aircraft ballistic parachute systems during emergency operations

P5.2. Training and Competency

TRAINING SYLLABUS

GM3 ADR.OPS.B.020 Wildlife strike hazard reduction

TRAINING FOR WILDLIFE CONTROL

P5.2. Training and Competency

TRAINING SYLLABUS

AMC1 ADR.OPS.B.025 Operation of vehicles

TRAINING PROGRAMME

AMC2 ADR.OPS.B.025 Operation of vehicles

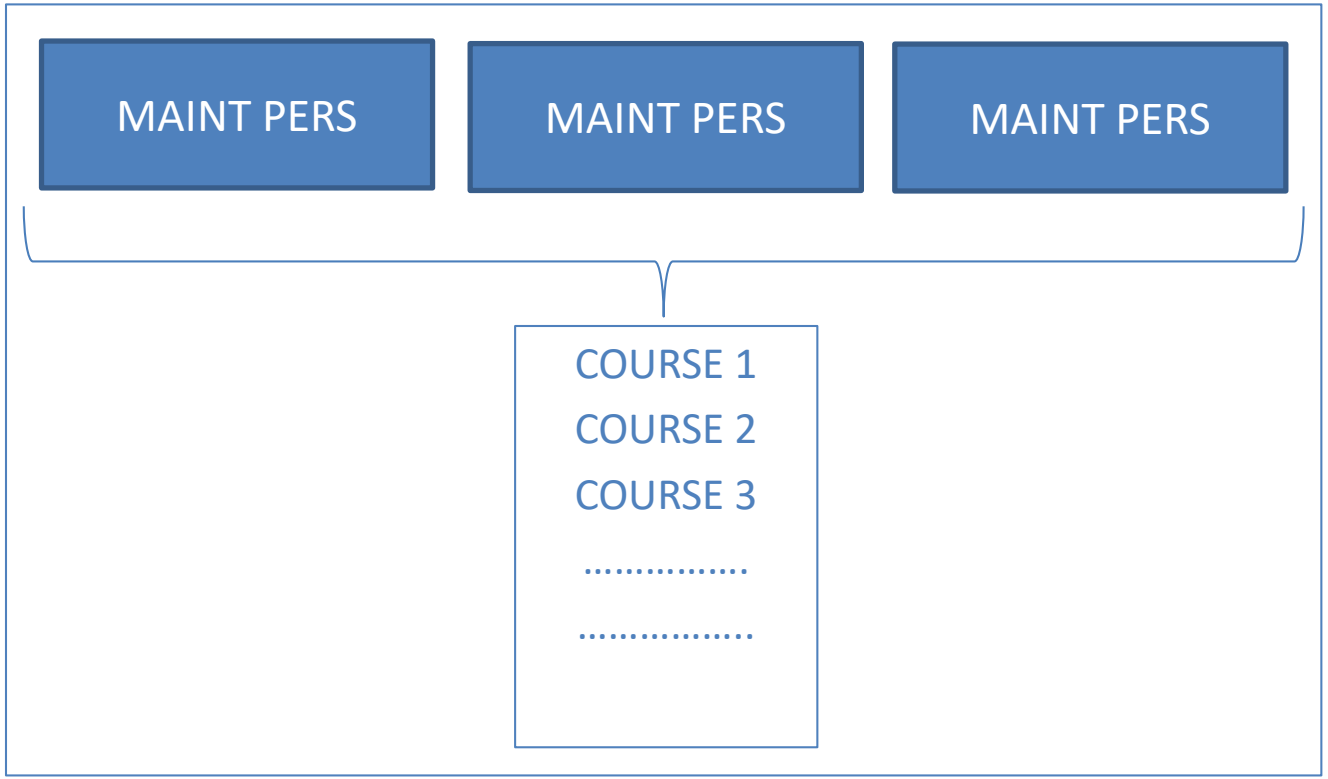
MOVEMENT AREA DRIVING TRAINING

GM2 ADR.OPS.B.025 Operation of vehicles

DEVELOPMENT OF A FRAMEWORK FOR A VEHICLE DRIVER TRAINING PROGRAMME AIRSIDE VEHICLE DRIVER

P5.2. Training and Competency

TRAINING ITINERARY



P5.2. Training and Competency

ITINERARIO FORMATIVO DE OTRO PERSONAL QUE ACCEDE SIN ESCOLTA AL ÁREA DE MOVIMIENTO Y/O CUYA ACT

Clasificación de la Formación	Tipo de Formación	Método de Formación	Procedimiento / Protocolo asociado a Acción Formativa	Requisito / Acción Formativa	Nº Horas Formación	Tipo Evaluación del Conocimiento	Área	
							Operac. y Segurid.	Ingen. y Manten.
Formación reglada	N.A.	N.A.	N.A.	Cumplir los requisitos de titulación que se establezcan en el proceso selectivo, que varían en función de las características de la convocatoria y de la plaza a cubrir	-	-		
Realización / superación de prueba de acceso	N.A.	N.A.	N.A.	Superar las fases del proceso selectivo que se establezcan en función de las características de la convocatoria y de la plaza a cubrir	-	Pruebas acceso		
	N.A.	N.A.	N.A.	Obtención del PCP + PCP/AM	-	Examen tipo test	Personal que accede de	
	Instrucción local	Mixta	REU-RRHH-001	Aspectos Organizativos	0,1	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU-SERV-PAU-002	Gestión de las Salas tras Declaración Final de la Emergencia, Recuperación Actividad y Comprobación	1	Examen tipo test	Solo aquél personal relación con	
	Instrucción local	Presencial	REU SMS 002	Procedimiento Operación Helicópteros	1	Examen tipo test	X	
	Instrucción local	Presencial	REU SMS 004	Procedimiento para el Control y Vigilancia de Obstáculos	1	Examen tipo test	X	X
	Instrucción local	Presencial	REU SMS 005	Procedimiento de Control de la Seguridad Operacional y Cumplimiento de la Normativa de Seguridad en	1	Examen tipo test	X	
	Instrucción local	Presencial	REU OPS 002	Métodos Locales para la Distribución de la Información	0,25	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU OPS 003	Familiarización con la Plataforma	0,5	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU OPS 003	Familiarización con el Área de Maniobras	0,5	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU-RRHH-001	Familiarización con otras zonas e infraestructuras del aeropuerto	4,9	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU OPS 003	Comunicaciones	0,5	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU OPS 008	Familiarización con Operaciones en Baja Visibilidad	0,5	Examen tipo test	Personal que accede de	
	Instrucción local	Presencial	REU OPS 001	Procedimiento de apertura y cierre del Aeropuerto	2	Examen tipo test	X	
	Instrucción local	Presencial	REU OPS 002	Toma de datos, análisis y comunicación de accidentes-	1,75	Examen tipo	X	X

P5.2. Training and Competency

TRAINING PLAN

		2016	2017	2018	2019
FIREFIGHTER	EMERGENCY	X ✓	X	X	X
	DRIVING	X ✓		X	
	SMS	X ✓		X	
	LVP	X ✓		X	X

CHANGES IN LVP

P5.2. Training and Competency TRAINING PLAN

OPERATIONS

				ACCIÓN FORMATIVA	Selección vigentes (ver enlace: http://juno.aena.es/portal/rrhh/paginas/seleccion_general.aspx, seleccionando el acceso a "Programas y temarios de Promoción Interna y Selección Externa")	enlace: http://juno.aena.es/portal/rrhh/paginas/seleccion_general.aspx, seleccionando el acceso a "Programas y temarios de Promoción Interna y Selección Externa")	T104032 - Facilitación de Operaciones Aeronáuticas y Aeroportuarias (F.O.A.A.)	REU-SERV-PAU-002 - Gestión de las Salas tras Declaración Final de la Emergencia y Comprobación Instalaciones
				FRECUENCIA ACCIÓN FORMATIVA	Requisito para comenzar a trabajar	Requisito para comenzar a trabajar	Requisito para comenzar a trabajar	Requisito para comenzar a trabajar
	NIF	APELLIDOS, NOMBRE	OCUPACIÓN	TIPO FORMACIÓN	APTO/NO APTO	F. INCORPOR.	INICIAL PREVIA	INICIAL PREVIA
				REU-RRHH-PCC	SI - CCI	SI - CCI	SI - CCI	NO
1	39871408B	FERNANDEZ PIÑOL, JOSE MARIA	IE02-Coordinador Aeroportuario		APTO	01/01/1992	01/03/2004	
2	39878848E	FLORENCIO PUÑET, SONIA	IE02-Coordinador Aeroportuario		APTO	01/01/1990	01/06/2002	
3	39902357W	GAVALDA GAVALDA, MONICA	IE02-Coordinador Aeroportuario		APTO	01/11/2005	CONVALIDADO	
4	39859349G	TORAL JUANPERE, PASCUAL	IE02-Coordinador Aeroportuario		APTO	15/07/2002	CONVALIDADO	
5	39832605D	GOMEZ BENITEZ, MARIA LUISA	IE02-Coordinador Aeroportuario		APTO	01/09/1973	01/06/2002	JUBILADO PARC.
6	45565359L	ALTÉS MARSILLACH, MONICA	IC11A-T Progr y Operac		APTO	04/06/2005	CONVALIDADO	
7	39897803W	FRUCTUOSO NAVARRO, RUBEN	IC11A-T Progr y Operac		APTO	01/06/2002	CONVALIDADO	
8	25140178M	SESMA NUEZ, ANA CONSUELO	IC11A-T Progr y Operac		APTO	01/02/2004	01/06/2002	
9	39872667M	TORRELL MARTIN, NURIA	IC11A-T Progr y Operac		APTO	01/10/2008	01/11/2010	
10	39874932Q	MARTINEZ ARELLANO, FRANCISCA	IC11A-T Progr y Operac		APTO	01/10/2011	01/04/2003	
11	39904571P	MARTINEZ EXPOSITO, MARIA ISABEL	IC11A-T Progr y Operac		APTO	17/05/2016	29/06/2010	23/06/2016

INDICADOR DE FORMACIÓN REALIZADA	
Numero de cursoso TOTALES a realizar	1584
Numero de cursos TOTALES realizados	996
INDICADOR	**62,88%**
Numero de cursoso IADA a realizar	154
Numero de cursos IADA realizados	135

CASUISTICA TRABAJADORES	
	Personal en activo
	Personal en circunstancias especiales

LEYENDA TIPO DE FORMACIÓN	
	Formación Previa Inic
	Formación IADA Inici
	Formación IADA OJT
	Formación Continua

P5.2. Training and Competency

TRAINING ORGANISATIONS

SCENARIO 1	SCENARIO 2	SCENARIO 3
CAA DOES NOT APPROVE CENTRES	CAA APPROVES CENTRES	CAA CERTIFIES CENTRES

TRAINING ORGANISATIONS

P5.2. Training and Competency

TRAINING ORGANISATIONS

FACILITIES: RFFS CENTRE

P5.2. Training and Competency

TRAINING ORGANISATIONS

EMERGENCY CENTRE

EMERGENCY TRAINING AND PROF.mp4

P5.2. Training and Competency

IMPLEMENTATION IN SPAIN

1. LACK OF NOMINATIONS (TRAINERS, MANAGER)

2. EXTERNAL COMPANIES (WILDLIFE CONTROL)

3. BASIC SAFETY TRAINING WHEN UNESCORTED

P5.2. Training and Competency

PROFICIENCY CHECKS, WHEN?

COULD BE CARRIED DURING NORMAL DUTIES

OR COULD BE SPECIAL TESTS TO SIMULATE SPECIAL CONDITIONS

(Like LVP or Emergency)

P5.2. Training and Competency

PROFICIENCY CHECKS, HOW OFTEN?

24 months in general

12 months for RFFS

(covering all the duties)

Not all should be covered with the same proficiency check, it could be covered by separate proficiency checks

P5.2. Training and Competency

IMPLEMENTATION IN SPAIN

1. PROFICIENCY CHECKS WERE A NEW CONCEPT

2. WHAT HAPPENS IF SOMEONE FAILS?

3. WHO CARRIES OUT PROFICIENCY CHECKS?

P5.2. Training and Competency

IMPLEMENTATION IN SPAIN

1. PROFICIENCY CHECKS WERE A NEW CONCEPT

AERODROME OPERATORS HAD TO CREATE NEW:
SYSTEM/TEAM/PROCEDURES

TRANSITION PERIOD

24 MONTHS

P5.2. Training and Competency

IMPLEMENTATION IN SPAIN

2. WHAT HAPPENS IF SOMEONE FAILS?

IT IS NOT NECESSARY THAT YOU FIRE THAT PERSON

NEW TRAINING

NEW ROLE

P5.2. Training and Competency

3. WHO CARRIES OUT PROFICIENCY CHECKS?

NO EXPERIENCED ASSESSORS

NEW ASSESSORS TEAM

(OPS EXPERT + ASSESSOR TRAINING)

SUPER FIREFIGHTER

SUPER OPERATIONS GUY

P5.2. Training and Competency

EASA
European Union Aviation Safety Agency

ARISE+
Funded by the European Union and implemented by the European Union Aviation Safety Agency

END

Thanks for your attention!!

easa.europa.eu/connect

Your safety is our mission.

An Agency of the European Union