

P 5.3 Qualification

Your safety is our mission.

P 5.3 Qualification

Qualification

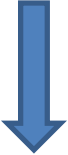


P 5.3 Qualification

What is the meaning of qualification?

Qualification =

- Recruitment: previous requirements (degrees+experience+state exam)
- Training: theoretical + practical + OJT
- Assessment
- ... Experience



GM3
ADR.AR.B.005(a)(2)
Management system

QUALIFICATION OF PERSONNEL

The term 'qualified' denotes fitness for the purpose. This may be achieved through fulfilment of the necessary conditions, such as completion of required training, or acquisition of a diploma or degree, or through the gaining of suitable experience. It also includes the ability, capacity, knowledge, or skill that matches or suits an occasion, or makes someone eligible for a duty, office, position, privilege, or status.

Certain posts may by nature be associated with the possession of certain qualifications in a specific field (e.g. rescue and firefighting, civil, mechanical, or electrical engineering, wildlife biology etc.). In such cases, the person occupying such a post is expected to possess the necessary qualifications at a level that is in accordance with the applicable national or European Union legislation.

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Is it necessary to establish different aerodrome inspector profiles depending on the stakeholder/subject/etc. to be inspected?

If Yes: AERODROME PROFILES



INSPECTION PROFILES

Civil public use aerodromes inspector

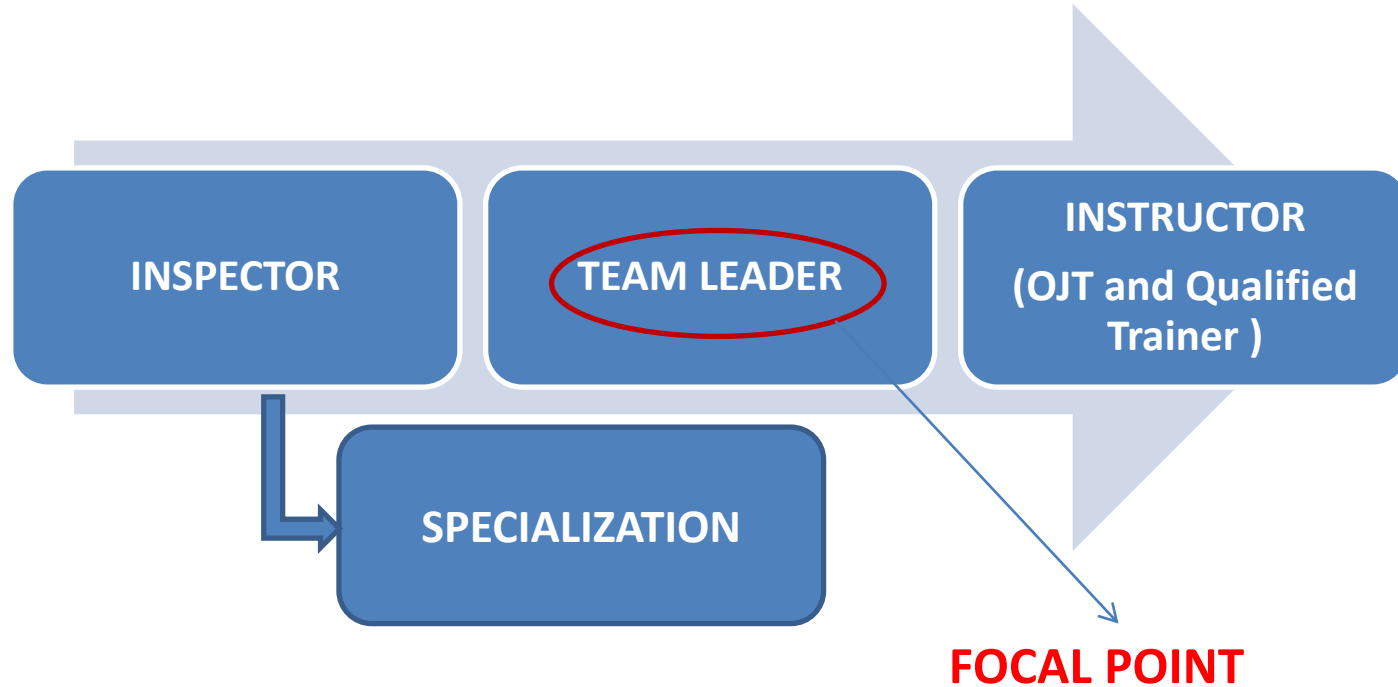
Apron airport activities inspector

**AERODROME OPERATORS/ AERODROMS
CIVIL PUBLIC AND RESTRICTED USE**

**APRON MANAGEMENT SERVICE
PROVIDERS**

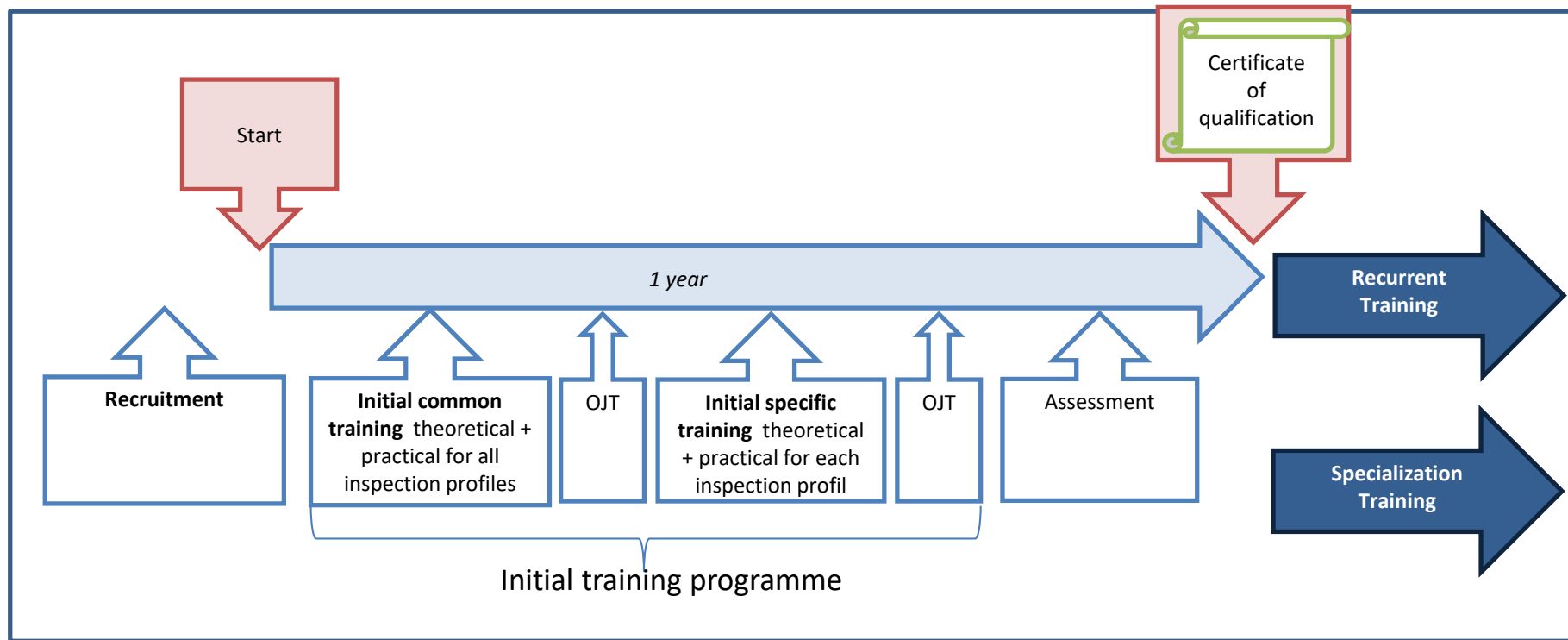


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Qualification process



AESA ensure that on-the-job training is undertaken only by trainees that have successfully completed the initial theoretical and practical common training.

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What are the **requirements** for personnel selection?



Regarding to recruitment,
the Spanish authority has
the following criteria :

previous requirements
(degrees and minimum
experience)

+

State exams
(civil servants)



IA, ITA=**Aeronautical engineers** **5 years**

Other professionals in the
aerodrome sector: firefighters,
biologists, platform service
providers, etc.

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Initial Training Programme

COURSES
ON-THE-JOB TRAINING (OJT)



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Initial Training programme

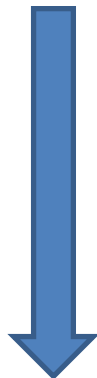
Initial Training: theoretical + practical



Initial **Common** Training + Initial **Specific** Training



COURSES



Goal

(1) Initial theoretical training

The goal of the initial theoretical training is to familiarise the trainee aerodrome inspectors with the finding categorisation, reporting, follow-up procedures, and enforcement. The primary scope of the theoretical training is not the transfer of technical knowledge as the trainees should possess such knowledge, either from previous work experience or through specialised training, prior to attending the theoretical course (for the areas to be covered in the training programme see AMC1 ADR.AR.B.005(a)(2)). Amongst others, the theoretical training should cover theory of audits and inspections, as well as quality/safety assurance.

(2) Practical training

The goal of practical training is to instruct on audit/inspection techniques and specific areas of attention without interference with the operation of the aerodrome activities.

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Initial Common Training

Scope

- aviation legislation, organisation, and structure;
- the Chicago Convention, relevant ICAO Annexes and documents, the applicable requirements of Regulation (EC) No 216/2008, its Implementing Rules and related Acceptable Means of Compliance, certification specifications and Guidance Material, as well as assessment methodology of the alternative means of compliance, and the applicable national legislation;
- the applicable requirements and procedures;



Formación inicial obligatoria común del personal actuario de los perfiles actuarios de inspección (23 horas):

Nombre del curso	Horas lectivas
Legislación y normativa aeroportuaria. Marco supranacional y nacional	8
Actuaciones inspectoras de supervisión en Aeropuertos - procedimientos específicos	9
Técnicas de auditoría en aeropuertos	6

**23
hours**

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Initial Specific Training: aerodrome inspector (civil public use aerodromes inspector)

Formación inicial obligatoria específica por perfil:

Inspección de aeropuertos de uso público (78 horas):	
Nombre del curso	Horas lectivas
Manual de aeropuerto: procedimientos relacionados con infraestructura y mantenimiento	12
Manual de aeropuerto: procedimientos relacionados con operaciones en área de maniobra	12
Manual de aeropuerto: procedimientos relacionados con operaciones especiales y/o en condiciones especiales	12
Manual de aeropuerto: procedimientos relacionados con operaciones en plataforma	12
Normas técnicas Reglamento Europeo (139/2014)	18
Sistemas de gestión de seguridad en aeropuertos	12

78
hours



Initial Training for a
civil public use
aerodrome inspector
(Re 139)
101 hours

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Initial Specific Training: other inspection profiles

Inspección de aeródromos de uso restringido (24 horas):

Nombre del curso	Horas lectivas
Inspección y supervisión de aeródromos de uso restringido	18
Criterios y procedimiento para verificación de aeródromos de uso restringido en su paso a uso público	6

Inspección de servidumbres aeronáuticas (3 horas):

Nombre del curso	Horas lectivas
Inspección de servidumbres aeronáuticas	3

Inspección de sistema de gestión de seguridad y estudios aeronáuticos de seguridad (18 horas):

Nombre del curso	Horas lectivas
Curso básico de Sistemas de gestión de seguridad	Por definir
Sistemas de gestión de seguridad en aeropuertos	12
Estudios de seguridad aeroportuarios	6

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Initial Specific Training: team leader, OJT instructor, training instructor

Jefe de Equipo (12 horas):

Nombre del curso	Horas lectivas
Curso avanzado de inspección de Aeropuertos. Factores humanos	12

Instructor de formación teórico-práctica (7 horas):

Nombre del curso	Horas lectivas
Técnicas de Comunicación para Formadores y Preparación de Cursos	7

Instructor OJT (19 horas):

Nombre del curso	Horas lectivas
Técnicas de Comunicación para Formadores y Preparación de Cursos	7
Curso avanzado de inspección de Aeropuertos. Factores humanos	12

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Initial Specific Training: specialization

Specialization is what you do best.

It's difficult for us hire specialized staff. So, we need inspectors who, over time, specialize in areas of interest



Electrical systems specialist

Wildlife specialist

Rescue and fire fighting (SEI) specialist

Apron management service specialist

Ground Handling specialist

Heliports specialist

Perfil de especialización	Experiencia	Estudios (ingenierías, licenciaturas, etc.)	Perfil básico previo
Especialista en pavimentos y mantenimiento de campo de vuelos	5 años	IA, ITA, Ingeniería de Caminos	Inspección de aeropuertos de uso público
Especialista en operaciones aeroportuarias	5 años	IA, ITA	Inspección de aeropuertos de uso público
Especialista en central eléctrica y sistemas eléctricos	5 años	IA, ITA, Ingeniería Industrial	Inspección de aeropuertos de uso público
Especialista en fauna	5 años	IA, ITA, Biología, Técnico medioamb.	Inspección de aeropuertos de uso público
Especialista en salvamento y extinción de incendios (SEI)	5 años	IA, ITA, Bombero	Inspección de aeropuertos de uso público
Especialista en combustibles y mercancías peligrosas	5 años	IA, ITA	Inspección de aeropuertos de uso público
Especialista en servicio de Dirección de plataforma	5 años	IA, ITA	Inspección de actividades aeroportuarias en plataforma
Especialista en handling	5 años	IA, ITA	Inspección de actividades aeroportuarias en plataforma
Especialista en gestión de seguridad	5 años	IA, ITA	Inspección de actividades aeroportuarias en plataforma
Especialista en helipuertos	5 años	IA, ITA	Inspección de sistema de gestión de seguridad y estudios aeronáuticos de seguridad
Especialista en planes de emergencia aeronáutica	5 años	IA, ITA	Inspección de aeródromos de uso restringido
Especialista en servidumbres aeronáuticas y en la revisión de estudios de seguridad en dicho ámbito	5 años	IA, ITA	Tramitación de planes de emergencia
			Tramitación de Servidumbres aeronáuticas

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Spreadsheet

A-CSA-001/01 v4.1			DSANA/CSA AEROPUERTOS	FORMACIÓN TEÓRICO-PRÁCTICA INICIAL (OBLIGATORIA)																							
AMBITO FUNCIONAL	PERFIL CUALIFICACIÓN	Cod.	FORMACIÓN COMÚN			FORMACIÓN ESPECÍFICA																			SEGURIDAD		
			LEG AER	PRO AER	TA AER	NS AER FU	MAN NFRA	MAN MANI	MAN OPEX	MAN PLA	R/BBW	CONC/STU	UR	VERI/UFU	ISSAA	COMB	SMS	IS SGB	ESG ADS	PLAT NS	PLAT NOR	ST PEAD	CB SSAA	GCAM	MAMB R3	TFC	AVSEC
			C420003	C430033	C415002	C430056	C430048	C430049	C430050	C430051	C420004	C430053	C440016	C440015	C440009	C430045	C330005	C430057	C430030	C420005	C420006	C482008	C482009	C430054	C450002	C310001	
INSPECCIÓN	Inspector Aeropuertos de Uso Público	Personal Actuario	70101	O	O	O		O	O	O	O	O						O									
	Inspector Aeropuertos de Uso Público	Jefe de Equipo Inspector	70201	O	O	O	O	O	O	O	O	O						O									
	Inspector Aeródromos de Uso Restringido	Personal Actuario	70301	O	O	O							O	O													
	Inspector Aeródromos de Uso Restringido	Jefe de Equipo Inspector	70401	O	O	O	O						O	O													
	Inspector Servidumbres Aeronáuticas	Personal Actuario	70501	O	O	O									O												
	Inspector Servidumbres Aeronáuticas	Jefe de Equipo Inspector	70601	O	O	O	O								O												
	Inspector Sistema de Gestión de Seguridad y Estudios Aeronáuticos de Seguridad	Personal Actuario	70901	O	O	O										O	O	O									
	Inspector Sistema de Gestión de Seguridad y Estudios Aeronáuticos de Seguridad	Jefe de Equipo Inspector	71001	O	O	O	O									O	O	O									
	Inspector Actividades Aeroportuarias en Plataforma	Personal Actuario	71101	O	O	O				O					O				O	O							
	Inspector Actividades Aeroportuarias en Plataforma	Jefe de Equipo Inspector	71201	O	O	O	O			O					O				O	O							
	Inspector de Planes de Emergencia	Personal Actuario	71301	O	O	O				O											O						
	Inspector de Planes de Emergencia	Jefe de Equipo Inspector	71401	O	O	O	O			O											O						
TRAMITACIÓN	Tramitación Servidumbres Aeronáuticas	Personal no Actuario	71501																			O					
	Tramitación de Gestión del Cambio	Personal no Actuario	71601																				O				
	Tramitación de Planes de Emergencia	Personal no Actuario	71701																	O							
	Medioambiente y Ruido Aeroportuario	Personal no Actuario	71801																					O			
INSTRUCTOR	Instructor de Formación teorica-Practica	Instructor de Formación ADS	72101																						O		
	Instructor de OJT ADS	Instructor de OJT ADS	72001				O																		O		
SEGURIDAD	Emisión Carnet de Inspector																									O	

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Records

All the diplomas or certificates of the courses must be kept



GOBIERNO DE ESPAÑA



MINISTERIO DE FOMENTO



AESA AGENCIA ESTATAL



GOBIERNO DE ESPAÑA



MINISTERIO DE FOMENTO



AESA AGENCIA ESTATAL DE SEGURIDAD AEREA

CERTIFICADO DE

" LEGISLACION Y NORMATIVA AEREA SUPRANACIONAL Y

El presente Certificado de Reconocimiento se ha emitido a:

HERRERO MART

Que ha asistido con aprovechamiento al Curso mencionado, el cu

2015 con una duración total de **8 horas**.

Attending successfully the mentioned Course, being held between 25 and 26 May 2015, with a tot

En MADRID a 26 de Mayo de 2015

AESA FORMACIÓN

La validez del presente Certificado podrá consultarse en los I



Certificate

This is to certify that

Ruth Herrero

has passed with distinction the course

Station / Ground Handling Management (Classroom, 5 days)

given by the IATA Training & Development Institute

Madrid, Spain

25 April 2016 - 29 April 2016



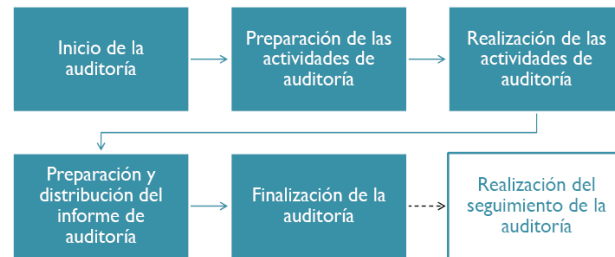
Tony Tyler
Director General and CEO



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Initial Training programme

OJT



Scope

- (i) Preparation of an audit/inspection:
- (ii) Administrative issues of the inspection:
- (iii) Audit/Inspection:
- (iv) Closing meeting — debriefing on the audit/inspection conclusions
- (v) Preparation, completion, and delivery of the audit/inspection report
- (vi) Human factors elements:
- (vii) Team leading if required:
- (viii) Post-audit/inspection procedures, such as monitoring the status of open audit findings, follow-up audits/inspections, and closing the findings after appropriate action has been taken by the aerodrome operator.

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Initial Training programme

OJT

Length ~ 1 year

1 Instructor OJT per inspection

Only on site inspections

Number of inspection in OJT:

1 observed

3 supervised



Civil public use aerodromes inspector OJT: 4 aerodromes in 1 year

Civil restricted aerodromes inspector: OJT: 4 aerodromes in 1 year

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Assessment



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OJT

Proficiency

OJT Assessment

The OJT assessment of the trainee is done by OJT instructors.

These OJT instructors take into account:

- Knowledge

- Teamwork

- Communication skills

- Ability to perform aerodrome inspections in an operational environment, in accordance with the applicable requirements

- Etc.

When the OJT instructor considers the trainee has successfully completed signs the OJT

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Proficiency Assessment

When all the OJT instructors have signed the necessary OJT, the person responsible for the trainee (normally Heads of Divisions, who in turn are OJT and training instructors), assess the proficiency of the trainee.

The proficiency checks take into account:

- Integrity

- Cognitive or emotional empathy

- Leadership traits

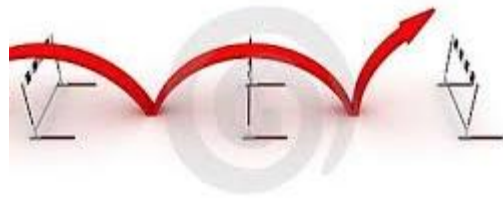
- Judgement

- Common sense

- Etc.

When the responsible consider the trainee has successfully completed sign the initial certification of qualification

Initial Qualification



Training: theoretical + practical + OJT
Assessment
... Experience



Puntuación máxima del perfil personal autorizada, de acuerdo con el Reglamento (UE) nº 1096/08, de conformidad con el Reglamento (CE) nº 1807/06 del Parlamento Europeo y el Consejo, en particular según los requisitos ADR-AC-01-A-R001(a)(7) y GSR-ADR-AC-01-A-R001(a)(2), y de acuerdo con el Anexo C del Reglamento (UE) nº 1096/08-GT-A, se han tenido en cuenta las siguientes condiciones para la realización de ensayos, durante estos, para obtener un índice de cumplimiento autorizado:

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Maintenance of Qualification



Maintenance requirements:

Inspections + recurrent training + refresh training

GM6
ADR.AR.B.005(a)(2)
Management system

RECENT EXPERIENCE REQUIREMENTS FOR AERODROME INSPECTORS

- (a) An aerodrome inspector will remain qualified if he/she performs a minimum number of two aerodrome audits/inspections during the previous 12 months. In case the minimum number of audits/inspections are not achieved due to the number of aerodromes in a Member State, audits/inspections conducted on other aerodromes which are open to public use, and which, however, do not fall within the scope of Regulation (EC) No 216/2008, may also be taken into account.
- (b) If an aerodrome inspector loses his/her qualification as a result of not reaching the minimum number of inspections mentioned in paragraph (a), he/she may be re-qualified by the Competent Authority by performing the number of the missed audits/inspections under the supervision of a qualified aerodrome inspector. The missed audits/inspections should take place within a maximum period of three months following the end of the period within which he/she should have reached the minimum number of audits/inspections.
- (c) If an aerodrome inspector loses his/her qualification because he/she has not been engaged in performing audits/inspections for a period longer than that established in paragraph (a) but less than 24 months, he/she should be re-qualified by the Competent Authority only after successfully completing the on-the-job-training, and any recurrent training required.
- (d) If an aerodrome inspector loses his/her qualification because he/she has not been engaged in performing audits/inspections for more than 24 months, he/she should be fully re-qualified by the Competent Authority only after successfully completing initial theoretical, practical, and on-the-job training.

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Maintenance of Qualification

Maintenance requirements:

Inspections

Civil public use aerodromes inspector OJT: 2 aerodromes in 1 year

Civil restricted aerodromes inspector: OJT: 2 aerodromes in 1 year

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Maintenance of Qualification

Maintenance requirements:

Recurrent training

AESA establishes a period of **four (4) years** for the **recurrent training profile**. A recurrent training course is proposed for each profile that, in general, encompasses all those included in its initial training itinerary, in a summarized way, and which affect the most innovative and relevant topics.

The duration of recurrent training per profile is established in each annual training program, but generally corresponds to the following scheme:

~ 20% of initial courses

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Maintenance of Qualification

Maintenance requirements:

Refresh training

If necessary, for reasons such as procedural changes, legislation, etc., we would be able to develop new courses to refresh courses with these changes. We call these kind of courses refreshment courses.

Qualification certificate

[illegible]

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Assigning profiles to people



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Assigning profiles to people

According to the needs and workloads (TRA), it is annually reviewed the allocating of profiles to individuals.

The allocating of profiles to persons is :

- proposed by the Heads of Division
- accepted by the Safety Aerodrome Coordinator
- approved by the Director of Airports and Air Navigation Safety



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Spreadsheet

DSANA/CSA AEROPUERTOS			DESANA / CS AEROPUERTOS																																												
AMBITO FUNCIONAL	PERFIL CUALIFICACION	Cod.	CSA	DSAd																	DIA					USMS			UIT																		
			Juan Luis Mestre Martínez	Carlos G. Gutiérrez-Marcet	Miguel Sevilla	Manuel González	Carlos Villaseca	Pedro P. Cubells	Iraia Inzabal	Marcos Tello	María José Reyes	Santiago Gutiérrez	José A. Rivero	Ignacio Belmonte	Raúl Fernández	J. Ángel Gómez	Alberto Zamorano	Paula G. de la Hilla	Cristina Hernández	Eva Santos	Elena Corvalán	Esther Sánchez	Ruth Herrero	Alberto Quintana	Jorge Reyes	Adrián Muelas	Enrique de Castro	Borja Gutiérrez	Luis Francisco Para	Carlos Menéndez	Pablo Sancho de Salas	Gemma García	Jacob García	José Javier Iñón	Fernando Esteban	José Luis Bernardino Díaz	Francisco Ona	Elena Benítez	Fernando Fauna	Susana de Prado	Gonzalo Moreno	Juan Manuel Ruiz					
INSPECCIÓN	Inspector Aeropuertos de Uso Público	Personal Actuario	70101	X	X	X	X	X	X	X	X	X	X	X	X	X							X	X	X	X	X				R		R														
	Inspector Aeropuertos de Uso Público	Jefe de Equipo Inspector	70201	X	X	X	X	X		X			X			X							X	X	X	X	X				R		R														
	Inspector Aeródromos de Uso Restringido	Personal Actuario	70301	X	X															X	X	X																									
	Inspector Aeródromos de Uso Restringido	Jefe de Equipo Inspector	70401	X	X															X	X	X																									
	Inspector Servidumbres Aeronáuticas	Personal Actuario	70501	X																																	X	X	X	X	X						
	Inspector Servidumbres Aeronáuticas	Jefe de Equipo Inspector	70601	X																																X		X									
	Inspector Sistema de Gestión de Seguridad y Estudios Aeronáuticos de Seguridad	Personal Actuario	70901	X	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R				X	X	X	X	X	X	X	X	X	R	X	X	X												
	Inspector Sistema de Gestión de Seguridad y Estudios Aeronáuticos de Seguridad	Jefe de Equipo Inspector	71001	X																											X	R	X	X													
	Inspector Actividades Aeroportuarias en Plataforma	Personal Actuario	71101	X																			X			R		X	X																		
	Inspector Actividades Aeroportuarias en Plataforma	Jefe de Equipo Inspector	71201	X																			X					X																			
	Inspector de Planes de Emergencia	Personal Actuario	71301	X	X														X	X																											
	Inspector de Planes de Emergencia	Jefe de Equipo Inspector	71401	X	X														X																												
TRAMITACIÓN	Tramitación Servidumbres Aeronáuticas	Personal no Actuario	71501	X																																	X	X	R	X	R						
	Tramitación de Gestión del Cambio	Personal no Actuario	71601	X	R	R	R	R	R	R	R	R	R	R	R	R	R						R	R	R	R	R			X	X	X	X	X													
	Tramitación de Planes de Emergencia	Personal no Actuario	71701	X	X												R	X	X																												
	Medioambiente y Ruido Aeroportuario	Personal no Actuario	71801	X					X																			X								X											
INSTRUCTOR	Instructor de Formación teórica-Practica	Instructor de Formación ADS	72101	X	X	X	X	X	X							X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
	Instructor de OJT ADS	Instructor de OJT ADS	72001	X	X	X	X	X								X		X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
SEGURIDAD	Emisión carnet de inspector			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			

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Other issues

1. INSPECTOR LICENSE
2. QUALIFICATION CONTROL
AND UPDATING

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1. INSPECTOR LICENSE



The AVSEC course provides information on the safety of civil aviation against acts of unlawful interference, its origins, airport security measures, airport zoning from the point of view of safety, and the requirements and standards to be met. Must comply to move around the airport.



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The AESA's Qualification system is described in a **Report**

This report contains all the necessary information and criteria for the qualification of the aerodrome inspectors **according to RE 139**



 AGENCIA ESTATAL DE SEGURIDAD AEREA	CRITERIOS DE FORMACIÓN Y OJT EN CSA (DSANA) 2017	CSA-15-INF-143
		Edición 2.0
		DSANA

NO RESTRINGIDO
INFORME

CRITERIOS DE FORMACIÓN Y OJT EN CSA (DSANA) 2017

	RESPONSABLE	FIRMA	CARGO
Conformidad:	José Luis Bernardino Díaz		Jefe de la Unidad de Integración Territorial
Conformidad:	Carlos Garola Gutiérrez-Marcoet		Jefe de la División de Supervisión de Aeródromos
Conformidad:	Ruth Herrero Martín		Jefe de la División de Inspecciones Aeroportuarias
Conformidad:	Pablo Sancho de Salas		Jefe de la Unidad de SMB
Aprobación:	Juan Luis Maestre Martínez		Coordinador de Seguridad de Aeropuertos

What about you?

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END

Thanks for your attention!!

easa.europa.eu/connect



Your safety is our mission.

An Agency of the European Union 