

# **Civil Aviation Training Institute**

Hyderabad – Pakistan

## **HANDBOOK OF COURSES**

**SCHOOL OF AVIATION MANAGEMENT,  
RESCUE & FIRE FIGHTING SERVICES**

## **LIST OF COURSES**

Course title	Duration (in weeks)
Senior Airport Management	6
Junior Airport management	6
Management of Small & Feeder Service Airport	4
Aviation Management (STP)	6
Facilitation/Vigilance (for Officers)	4
Facilitation/Vigilance (for Staff)	3
Junior Fire Officer	5
Senior Aerodrome Fire Fighter	5
Aerodrome Fire Fighter	2
Fire Investigation	2
Fire Prevention	3
Breathing Apparatus	2
Marshaller	8
Instructor Development Program (STP)	4

## **SENIOR AIRPORT MANAGEMENT COURSE**

### **OBJECTIVE:**

To provide knowledge and techniques required to manage and operate large or medium airports.

### **ELIGIBILITY:**

- Senior CAA aviation managers with 10 years experience or
- University graduate with at least 6 years aviation experience.
- Trainee must be fluent on English language
- Trainees should preferably have successfully completed Jr. APM Course.

### **DURATION: 6 WEEKS**

### **SUBJECTS:**

- Management
- Airport Planning Process
- Airport Environment
- Airport Technical Management
- National Control of Air Transport
- Finance
- Emergency Planning & RFFS
- CAA Service Regulations
- Computer Theory & Practical

## **JUNIOR AIRPORT MANAGEMENT COURSE**

### **OBJECTIVE:**

To provide knowledge and techniques required to manage and operate small airports.

### **ELIGIBILITY:**

- Educational back ground must be equivalent to graduation / nominated by the organization.
- At least 3 years of sound, progressive experience in a responsible position in a technical/professional field related to aviation.
- Trainee officer must be fluent in English.

### **DURATION: 6 WEEKS**

### **SUBJECTS:**

- Airport Planning
- Environment
- ICAO & International Agencies
- Theories of Management
- Airport Technical Management
- Airport Maintenance Practices
- Introduction to Computer system
- Navigational Aids
- Supply Procedures
- CAA Rules & Service Regulations
- Finance System in CAA
- Emergency Planning
- Rescue & Fire Fighting Services

## **MANAGEMENT OF SMALL & FEEDER SERVICE AIRPORT**

### **OBJECTIVE:**

To provide knowledge and techniques required to manage and operate small and feeder service airport.

### **ELIGIBILITY:**

- CAA officers with minimum 3 years practical experience.
- Trainee must be fluent in English.

### **DURATION: 4 WEEKS**

### **SUBJECTS:**

- Organization & Admin. of small airports
- International Civil Aviation Organization
- Airport Services & Facilities.
- Fire & Rescue Services
- Aviation Security Services
- Apron Activities
- Aerodrome Maintenance
- Finance System in CAA
- Airport Bye-Laws, Regulations & Property & Lease Management.
- Introduction to Computer

## **AVIATION MANAGEMENT COURSE (STP)**

### **OBJECTIVE:**

To equip the middle level managers with skill, knowledge and attitude that will enable them to manage people, work, training, office and finance.

### **ELIGIBILITY:**

- CAA officers having at least 10 years experience in Aviation/Airport management or
- University graduates with at least 6 years experience in Aviation/Airport management.
- Trainees must be fluent in English Language.

### **DURATION: 6 WEEKS**

### **SUBJECTS:**

- Management concept & application
- ICAO & CAA
- Manage Office
- Manage People
- Manage work
- Manage Finance
- Manage Training

## **FACILITATION/VIGILANCE OFFICERS COURSE**

### **OBJECTIVE:**

To develop the professional skill and knowledge of facilitation/vigilance officers enabling them to provide facilities and assure the protection of passengers, crew, ground personnel, public and facilities at an airport.

### **ELIGIBILITY:**

- Trainee must have at least 5 years experience related to airport operation or
- University graduates with at least 3 years experience in airport operations.
- Trainee must be fluent in English.

### **DURATION: 4 WEEKS**

### **SUBJECTS:**

- Functions of airport
- Airport Vigilance
- Facilitation standards
- Aviation Explosives
- Aims of ICAO in the field of Facilitation
- Preparation of Airport Security Programme
- First Aid
- Management Concept
- CAA Service Regulations

## **FACILITATION/VIGILANCE STAFF COURSE**

### **OBJECTIVE:**

To develop the professional skill and knowledge of facilitation/vigilance staff enabling them to provide facilities and assure the protection of passengers, crew, ground personnel, public and facilities at an airport.

### **ELIGIBILITY:**

- Educational back ground should preferably be HSC.
- Trainee must have working knowledge of English.

### **DURATION: 3 WEEKS**

### **SUBJECTS:**

- Function of Airport
- Complexity of Airport Operation
- FAL Standard
- Airport Vigilance
- Aviation Explosive
- Preparation of Airport Security Programme
- Aims of ICAO in the field of Facilitation
- Elementary Fire Fighting Techniques
- First aid
- CAA Service Regulations

## **JUNIOR FIRE OFFICER COURSE (ICAO NO.113)**

### **OBJECTIVE:**

To develop the participant's skill that will enable him to perform the duties of fire officer at an aerodrome.

### **ELIGIBILITY:**

- Trainee must be capable of withstanding the rigorous and arduous duties of fire ground leader, as well as acting as fire fighter during practical exercises.
- Trainees shall be able to speak, see, hear and execute the physical duties of fire ground leader without assistance or aid.
- Trainee should have done the aerodrome fire fighter course and / or Sr. AFF Course.
- Trainee should preferably hold a vehicle driving license.

### **DURATION: 5 WEEKS**

### **SUBJECTS:**

- Fire Causes, Sources, Classes, transfer & extinguishing method.
- Fire Officer Ship
- Types, rating, operation, test & inspection of portable Fire Extinguishers
- Airport Fire & Rescue Services
- Test & Inspection of RFF equipment
- Casualty handling
- RFF action during emergencies
- Instructional Techniques
- Administration
- Technical
- Fire Ground Control

## **SENIOR AERODROME FIRE FIGHTER COURSE (ICAO NO.112)**

### **OBJECTIVE:**

The course will provide skills in practical and technical field of fire supervisor to a standard from where they will be capable of taking control of RFF Crew at an aerodrome.

### **ELIGIBILITY:**

- Trainee must be capable of withstanding the rigorous and arduous duties of fire ground leader, as well as, acting as fire fighter during practical exercises.
- Trainee shall be able to speak, see, hear and execute the physical duties of fire ground leader without assistance or aid.
- Trainee should have qualified the Aerodrome Fire Fighter Course, and have three years field experience.
- Preference may be given to those personnel who are holding Heavy Driving License.

**DURATION: 5 WEEKS**

### **SUBJECTS:**

- Principles of Combustion
- Hose, types, carries, care & maintenance
- RFF Services drill
- Portable fire extinguisher
- Standard operational message
- CAA Fire Standard Records

## **AERODROME FIRE FIGHTER (ICAO NO.111)**

### **OBJECTIVE:**

To develop the skills in theoretical and practical fire fighting to a standard from where the participant can proceed to an operational RFF unit and commence field training.

### **ELIGIBILITY:**

- Trainee's educational background should be of a suitable standard so that his intellectual capability will enable him to comprehend the instructional lessons during the course. He should have (reading, writing and speaking) command of English language.
- Trainee will be medically and physically examined prior to the course by a recognized physician to ensure that he is suitable for the arduous tasks proposed for the course.
- Trainees must be able to speak, see, hear and execute the physical duties of a fire fighter with clarity, without assistance or aids.

**DURATION: 12 WEEKS**

### **SUBJECTS:**

- Fire Chemistry
- Fire Hoses
- Portable Fire Extinguisher
- Extinguishing agent
- Water Supplies System
- Words of Command & Signal
- Pumps & Primers
- Fireman ship
- Fire Ground Skills
- Aircraft Fire Fighting
- Communication & Radio Procedure
- Fire Vehicles
- Topography

## **FIRE INVESTIGATION COURSE (ICAO NO.119)**

### **OBJECTIVE:**

To provide knowledge, skill and technique to find the causes of fire and prepare a report.

### **ELIGIBILITY:**

- Fifteen years experience of Airport Fire Services with at least 3 years working experience in the capacity of Supervisor, Incharge Fire Station or equivalent.
- Educational Qualification - At least Matriculation.

### **DURATION: 2 WEEKS**

### **SUBJECTS:**

- Fire Investigation
- Site Investigation
- Ignition Sources
- Causes of Fire
- Interviewing and Reporting Procedure
- Criminal Damage
- Building construction (Type & Method of Construction)
- Hot Fire Practice (Fire Investigation Report)
- Evidence
- Forensic Science Service

## **FIRE PREVENTION COURSE (ICAO NO.119)**

### **OBJECTIVE:**

To provide knowledge skill and techniques to enable the participants to identify potential fire hazard areas and suggest remedial measures.

### **ELIGIBILITY:**

- Trainee should have successfully completed 12 weeks Fire Fighter Course from CATI / recognized institute
- Trainee should possess practical experience of 5 years in supervisory capacity in the field of RFF.
- At least Intermediate or equivalent education.

### **DURATION: 3 WEEKS**

### **SUBJECTS:**

- Building Construction
- Construction of Stairways and Ramps
- Large Fuel installation
- Auto Fire Extinguishing System
- Plan Drawing
- Three E's of Fire
- Means of Escape
- Types of Fire Hazard
- Fire Detection and Alarm System
- Emergency Lighting
- Inspection Techniques & Procedures
- Portable Fire Extinguisher

## **BREATHING APPARATUS COURSE**

### **OBJECTIVE:**

To provide knowledge, skills and techniques to the participants in donning and operational use of SCBA ( Self Contained Breathing Apparatus ).

### **ELIGIBILITY:**

- Trainee must have at least one year experience as Fire Fighter.
- Trainee must be physically fit and below 40 years of age.
- Trainee may preferably be without beard.
- Trainee must be able to comprehend English language.

### **DURATION: 2 WEEKS**

### **SUBJECTS:**

- Safety parts of Breathing Apparatus
- Elementary Physiology
- Types of Breathing Apparatus
- Donning of Breathing Apparatus
- Special Situations
- Training and Emergency Procedures
- Working in Smoke
- Inspection, Care and Testing of Breathing Apparatus
- Search and Rescue Procedures
- Personal Safety of Wearer
- Recharging Breathing Apparatus Cylinder
- Working Duration

## **MARSHALLER**

### **OBJECTIVE:**

To provide theory and practical training in marshalling techniques to a standard from where the participants can proceed to an operational unit for commencement of field training.

### **ELIGIBILITY:**

- Trainee's educational background should be of a suitable standard; this intellectual capability will enable him to comprehend the instructional lessons during the course.
- Trainee shall be medically and physically examined prior to the course so that he will be suitable for the tasks proposed for the course (to be tested for colour/night vision: vision not impaired to affect depth perception).
- Trainee shall be able to speak, see, hear and execute the physical duties of a Marshaller with clarity without assistance or aid.
- Working knowledge of English language is desirable.

### **DURATION: 8 WEEKS**

### **SUBJECTS:**

- Aerodromes
- Radio Telephony Communication
- Marshalling Techniques (Practical / Theory)
- Aprons (Types & Layout)
- Aircraft Characteristics and Types
- Visual Parking & Docking Guidance System

## **INSTRUCTOR DEVELOPMENT PROGRAMME (STP)**

### **OBJECTIVE:**

To provide knowledge skill and techniques to the participants enabling them to:

- Conduct training using the general principles of learning and motivation.
- Modify objectives and tests as appropriate.
- Distinguish between the two principal instructional methods and make use of them as appropriate in the teaching environment.
- Plan, prepare and present lessons.
- Select, prepare and use teaching aids appropriate to a unit of instruction

### **ELIGIBILITY:**

- Officers with minimum 5 years experience.
- Proficiency in both written and spoken English.

**DURATION: 4 WEEKS**

### **SUBJECTS:**

- Introduction
- Instructor's Role & Responsibility
- Principle of Learning & Instruction
- How to organize a Course
- Preparation of Facilities & Equipment
- Overview of course Development & Objective
- Tests
- Effective Training techniques
- Manage Individualized Instructions
- Conducting Group Instructions
- Presenting Materials/Discussions
- Assessment of Performance
- Feed Back & Schedule Adjustment