

## Proposal OJT CAC Republic Armenia FOD Inspectors – On-line Training 2022 (11-October-2022)

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### Task background

Armenia is also one of EASA's Pan-European Partners (PANEP). This is a community of non-EASA European countries with which EASA cooperates on the implementation of the EU aviation safety rules - either in the framework of comprehensive aviation agreements already concluded with the EU or in anticipation of such agreements.

As part of the PANEP agreement EASA carries out standardization visits on the basis of agreed standards, methods, principles and procedures. These standardization visits have the purpose to identify the compliance level of S P006 Standardization Inspection Procedures including all relevant work instructions and standardization bulletins as published in SINAPSE.

In June 2020 the EU banned all seven airlines registered in Armenia from operating regular flights to the EU, saying they failed to meet international aviation safety standards.

### Task description

The Civil Aviation Committee of the Republic of Armenia (CAC RA) has redefined all internal working procedures for flight operations inspectors in accordance with the EASA guidelines. The goal is to recertify the Air Operating Certificate for all four existing commercial air transportation organizations in accordance with these new working procedures.

The new working procedures have been redefined by an administrator at CAC RA and have not been proofed in practice yet. Ciconia Aviation has received three manuals from the CAC RA intended to be used for flight operations inspections.

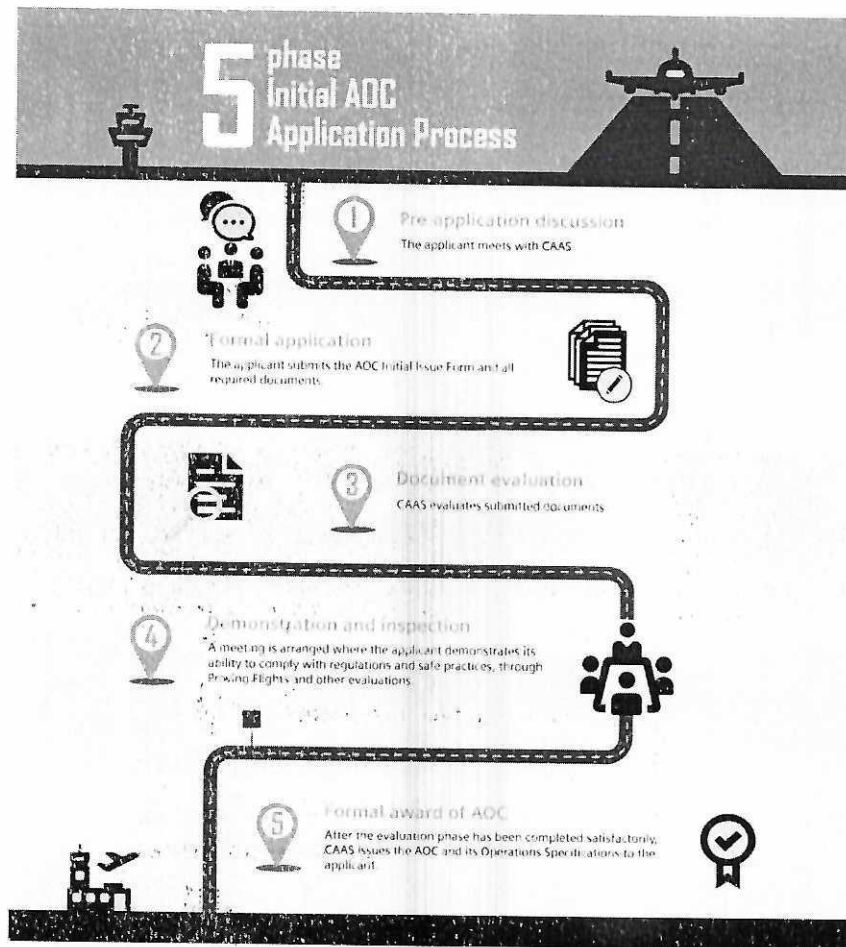
CAC RA requests this recertification work to be performed as part of an On the Job Training (OJT) program developed, executed and supervised by a subcontracted organization.

It is envisioned that this OJT program contains the following two elements:

- In 2022: Remote training on AOC issuing principles based on the new CAC RA internal procedures and industry standard for the flight operations inspection department
- Optional in 2023: On-site visits to perform and coach the existing flight operations inspectors in assessing submitted documents, manuals, procedures from the CAT organization to be re-certified.

Based on experience with similar requests (DGAC Indonesia, PACA Oman, Maldives CAA) and considering the efficient use of resources and time constrains the following working method is proposed:

Phase	Topic	Contents	Duration	Period
1	Online Training	<ul style="list-style-type: none"> <li>- Review of ICAO/EASA principles of CAT AOC certification and operator oversight based on the 5-phase AOC application process</li> <li>- Review of Management System philosophy</li> <li>- Difference between Quality and Compliance Management</li> <li>- Review of Special Approvals specific elements</li> <li>- Review of new CAC RA procedures</li> </ul>	3 days	24, 25 & 28 October 2022
2	Online Session	<p>During this session we will use the re-certification package of one existing AOC holder and perform together with the instructor the AOC pre-application discussion phase:</p> <ul style="list-style-type: none"> <li>- Preparing the AOC application process</li> <li>- Reviewing completeness of the application</li> <li>- Assessing initial quality of application</li> <li>- Drafting</li> </ul> <p>This training topic will require the participant to self-prepare (3-5 days depending on knowledge of participant) based on a checklist provided by the instructor. The training will commence after the instructor reviewed the participants homework.</p>	2 days	22-23 November 2022



## Details on-line training/session

### Online training 1 (3 days: 24, 25 & 28 Oct. 2022)

#### Day 1 (24-Oct-2022)

- |               |   |
|---------------|---|
| 09.00 – 10.30 | <b>Module 1 – issuing Air Operator certificates</b>                                       |
|               | <ul style="list-style-type: none"> <li>• ICAO Doc 8335</li> <li>• EASA Air Ops</li> </ul> |
| 10.30 – 10.45 | Coffee Break  |
| 10.45 – 12.00 | <b>Continue Module 1 – issuing Air Operator certificates</b>                              |
|               | <ul style="list-style-type: none"> <li>• Duties of CAA Inspector</li> </ul>               |
| 12.00 – 12.45 | Lunch Break (30 to 45 minutes depending on the local needs)                               |
| 12.45 – 14.30 | <b>Continue Module 1 – issuing Air Operator certificates</b>                              |
|               | <ul style="list-style-type: none"> <li>• Phases of the AOC process</li> </ul>             |
| 14.30 – 14.45 | Coffee Break  |
| 14.45 – 16.00 | <b>Continue Module 1 – issuing Air Operator certificates</b>                              |
|               | <ul style="list-style-type: none"> <li>• Pre-AOC meeting</li> </ul>                       |

#### Day 2 (25-Oct-2022)

- |               |  |
|---------------|--|
| 09.00 – 10.30 | <b>Module 2 – Phases of the AOC process</b>  |
|               | <ul style="list-style-type: none"> <li>• Pre-application phase</li> </ul>          |
| 10.30 – 10.45 | Coffee Break   |
| 10.45 – 12.00 | <b>Continue Module 2 – Phases of the AOC process</b>                               |
|               | <ul style="list-style-type: none"> <li>• Interviewing nominated persons</li> </ul> |
| 12.00 – 12.45 | Lunch Break (30 to 45 minutes depending on the local needs)                        |
| 12.45 – 14.30 | <b>Continue Module 3 – Evaluation of materials</b>                                 |
|               | <ul style="list-style-type: none"> <li>• Document evaluation phase</li> </ul>      |
| 14.30 – 14.45 | Coffee Break   |
| 14.45 – 16.00 | <b>Continue Module 3 – Evaluation of materials</b>                                 |
|               | <ul style="list-style-type: none"> <li>• Document evaluation phase</li> </ul>      |

#### Day 3 (28-Oct-2022)

- |               |  |
|---------------|--|
| 09.00 – 10.30 | <b>Continue Module 3 – Evaluation of materials</b>                               |
|               | <ul style="list-style-type: none"> <li>• Reviewing Operations Manuals</li> </ul> |
| 10.30 – 10.45 | Coffee Break   |
| 10.45 – 12.00 | <b>Continue Module 4 – Specific approvals, audits and inspections</b>            |
|               | <ul style="list-style-type: none"> <li>• Assessing specific approvals</li> </ul> |
| 12.00 – 12.45 | Lunch Break (30 to 45 minutes depending on the local needs)                      |
| 12.45 – 14.30 | <b>Continue Module 4 – Specific approvals, audits and inspections</b>            |
|               | <ul style="list-style-type: none"> <li>• Inspections and audits</li> </ul>       |
| 14.30 – 14.45 | Coffee Break   |
| 14.45 – 16.00 | <b>Continue Module 4 – Specific approvals, audits and inspections</b>            |
|               | <ul style="list-style-type: none"> <li>• Verification flights</li> </ul>         |

## Online session 2 (2 days: 22 & 23 Nov. 2022)

### Day 1 (22-Nov-2022)

09.00 – 10.30	<b>Module 5 – Verifying the application package</b>
	• Review of the completeness
10.30 – 10.45	Coffee Break
10.45 – 12.00	<b>Continue Module 5 – Verifying the application package</b>
	• Review of the completeness
12.00 – 12.45	Lunch Break (30 to 45 minutes depending on the local needs)
12.45 – 14.30	<b>Module 6 – Preparing initial findings</b>
	• Establishing expectations from the initial application
14.30 – 14.45	Coffee Break
14.45 – 16.00	<b>Continue Module 6 – Preparing initial findings</b>
	• Establishing expectations from the initial application

### Day 2 (23-Nov-2022)

09.00 – 10.30	<b>Module 7 – Assessing quality of application</b>
	• Pre-application phase
10.30 – 10.45	Coffee Break
10.45 – 12.00	<b>Continue Module 7 – Assessing quality of application</b>
	• Preparing for Interviewing nominated persons
	• Areas of focus
12.00 – 12.45	Lunch Break (30 to 45 minutes depending on the local needs)
12.45 – 14.30	<b>Module 8 – Drafting formal reactions to the application</b>
	• Review of the documents versus nominated persons experience and knowledge
	• Drafting initial findings and communicating those
14.30 – 14.45	Coffee Break
14.45 – 16.00	<b>Module 9 – Preparing for the next phase</b>
	• Document evaluation phase

## Experts

**Wim Ovaa** has over 25 years of regulatory and aviation experience, with expertise in Ramp Inspection (SAFA/SACA) Programme Management, European Union (EU) 'Community List' ('Blacklist') coordination, EU/EASA Regulations and change management. Presently he is Director of Ciconia Aviation Services responsible for overall management.

Within SGI, Mr Ovaa was directly responsible for business development of training services and advisory on aviation safety regulations. As part of SGI Aviation Services Authorities, he was also managing the 2-REG aircraft register.

Prior to joining SGI, Mr. Ovaa was head of the EASA's SAFA Programme, with oversight of all 27 European Union member states. He was instrumental in developing and implementing the EC SAFA/RI programme across Europe. This included development and implementation of programme adaptations designed to ensure that all EU Member State Authorities complied with their legislative obligations.

Other significant positions held by Mr. Ovaa include Head of Airworthiness & SAFA Office for the Joint Aviation Authority (JAA), where he oversaw the SAFA programme for 42 participating states. In this role, he managed the SAFA programme on behalf of the ECAC organisation (European Civil Aviation Conference) and its Member States. As Senior Policy Officer with the CAA-NL he oversaw approved maintenance and production organisations and was responsible for SAFA implementation. Mr. Ovaa started his career with the aircraft manufacturer Airbus, in their Product Support Division.

Mr. Ovaa graduated with a degree in Aeronautical Engineering from Delft University of Technology, The Netherlands. In addition, he holds a Master's in Business Administration (MBA).

Mr. Ovaa has excellent communication and drafting skills in English.

**Captain Willem Sander Starreveld** has over 18 years of aviation experience, with a unique expertise ranging from both the regulatory field as well as the commercial operation of aircraft. His skills include aircraft performance mathematics, regulatory compliance verification, safety management, flight inspections (CAA NL), JAA harmonization operational inspections (JAA OPST team member) and experience as Director Flight Operations for various operators.

Presently he works as captain and aircraft manager for a private jet owner while providing expertise for third parties on various aviation areas requiring the combination of in depth knowledge of regulations and its actual practices. To date Mr Starreveld is involved in providing a comprehensive safety analysis for the renaming of taxiways at Singapore's Changi Airport. Furthermore he has developed the operational procedures, including GNSS approaches for Twente Airport in The Netherlands. Other examples range from developing approval procedures used by NAA's with respect to specific operational approvals (e.g. MNPS, RVSM, RNP, etc), practical advice on de- or refining approach and departure procedures and/or airspace structures, implementation of Safety Management Systems and developing operational manuals for aircraft/airport operators, and flight schools.

Previous positions include the board of the Netherlands Association of Commercial Aviation. Goal of the NACA was to ensure a level playing field on behalf of the associated operators and to ensure that the interests of fixed wing operators in The Netherlands were addressed politically. He advised associated companies on methods of compliance with EU-OPS requirements and possible improvements.

Captain Starreveld coached inspectors of various foreign Civil Aviation Authorities on behalf of the Dutch Ministry of Aviation affairs (in and outside the EU). He reported directly to the Dutch minister of transportation and EU representatives abroad. While working for the CAA – NL, Captain Starreveld was the dedicated principle inspector for various operators, including KLM. He was responsible for the operational oversight and coordination of inspections for these operators. Furthermore, he arranged numerous meetings with airline management to discuss company developments and implications of changing aviation legislation. Captain Starreveld was responsible for the development of the CAA's policy on leasing, code sharing and interchange in general.

Mr. Starreveld holds an ATPL and graduated with a degree in Aeronautical Engineering from the Polytechnic University of Haarlem, the Netherlands. Mr. Starreveld has excellent communication and drafting skills in English.

## Fees

Following fees are proposed:

- (PW) = Preparation work
- (IO) = Instructing online

Phase	Topic	Instructor work	Days	Fees
1	Online Training	<ul style="list-style-type: none"> <li>- Review existing training material and adapt to CAC RA procedures</li> <li>- Perform 3-day training</li> <li>- Prepare homework for next session</li> </ul>	PW: 2 IO: 3	€5.400,00
2	Online Session	<ul style="list-style-type: none"> <li>- Assess homework participant</li> <li>- Review pre-application package AOC applicant</li> <li>- Perform 2-day training</li> <li>- Prepare homework for next session</li> </ul>	PW: 3 IO: 2	€5.300,00
Total				€10.700,00

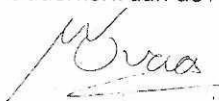
## Proposed timing of invoicing

- One invoice (phase 1 & 2) for the amount of €10.700,- to be issued in 2022 after Online session #2 (22-23 Nov. 2022)

For acceptance of this proposal:

11 October 2022  
Ouderkerk aan de Amstel, the Netherlands

Date:  
Yerevan, Armenia

  
**Wim Ovaa**  
Director  
Ciconia Aviation Services

Name: *Mikayel Zalmayan*  
Function: *General Secretary*  
Organisation: Civil Aviation Committee Republic of Armenia

