



NAMIBIAN CIVIL AVIATION AUTHORITY

Advisory Pamphlet (AP)

ANSSO-SAR-AP179/04

DEVELOPMENT OF JOB DESCRIPTION AND TRAINING PROGRAMME FOR SAR STAFF

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3. Effective date: 13 May 2020




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DEVELOPMENT OF JOB DESCRIPTION AND TRAINING PROGRAMME FOR SAR STAFF

1.0 PURPOSE

The purpose of this Advisory Pamphlet is to guide SAR providers when developing job descriptions, minimum qualifications and experience for SAR staff.

1. BACKGROUND

- (a) The NAM-CARs Parts 179 requires the SAR coordinating agency and their search and rescue providers to provide for regular training of their search and rescue personnel and arrange appropriate search and rescue exercises.
- (b) NAM-CATs Part 179 further requires SAR service provider to coordination with other relevant authorities and arrange for search and rescue exercises once every two years and shall ensure that any recommendations resulting from such exercises are followed up for implementation.
- (c) Below are the extracts from the Civil Aviation Regulations and technical standard Part 179 – search and rescue provider, to which this Advisory Pamphlet apply.

2. EXTRACTS FROM NAM-CARS, PART 179 – SEARCH AND RESCUE

172.03.2 Personnel requirements

- (1) The SAR coordinating agency must, in addition to the personnel requirements specified in Part 170, ensure that:

- (a) the planning of search and rescue services is properly coordinated and all the components of the SAR organisation comply with the requirements specified in the search and rescue operations manual;
 - (b) there is sufficient and qualified staff to operate the rescue coordination centre or rescue coordination sub-centres during normal operations, and during search and rescue events;
- (2) The SAR coordinating agency must;
- (a) the planning of search and rescue services is properly coordinated and all the components of the SAR organisation comply with the requirements specified in the search and rescue operations manual;
 - (b) ensure that personnel are appropriately trained and assessed through a formal process by a person who is qualified;
 - (c) give each of the rescue coordination centre and rescue sub-centre personnel a certificate that-
 - (i) includes the names of the personnel;
 - (ii) describes the functions that the personnel is authorised to perform; and
 - (iii) states the period during which the certificate is effective and valid;
 - (d) develop a comprehensive training programme and periodic training plans to ensure that each member of the rescue coordination centre and rescue sub-centres personnel maintain the appropriate level of qualification;
 - (e) maintain training records for all search and rescue personnel in accordance with Part 170;
 - (f) establish a process to confirm that all personnel from other agencies that will be engaged to respond to a search and rescue event are competent and hold appropriate qualifications to perform the duties which they are assigned, except that responsibility for initial and recurrent training and qualification of agency personnel remains with the SAR agency;
 - (g) establish arrangements that define the person responsible and the process to be followed to ensure an adequate number of suitably

- trained and qualified staff are available in respect of search and rescue services;
- (h) define the method by which staffing levels are determined in relation to the search and rescue services to be provided; and
 - (i) establish arrangements that define the management responsibilities and process for ensuring adequate staff supervision, and such arrangements must include the mechanisms that ensure only trained and competent staff undertake the provision of search and rescue services
- (3) Where rescue coordination centre and rescue sub-centres staff or other search and rescue-related personnel are not permanently employed in search and rescue activities, but are seconded from other government institutions or agencies as required from time to time, the SAR coordinating agency must ensure that the seconded staff are appropriately qualified, and that appropriate recurrent training is provided on a regular basis to maintain competence

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1. Introduction

1.1 In order to satisfactorily accomplish the functions and activities of search and rescue services, there is need to establish a search and rescue organisation with skilled and competent staff to administer the services. Search and Rescue staff exercise the important function of initiating and coordinating search and rescue operations in the entire search and rescue region. In doing this, the SAR staff shall take into consideration the functions and activities of SAR services as defined in document NAM-CAR Part 179.

1.2 The designated search and rescue service provider shall coordinate and direct the provision of search and rescue services within the search and rescue region on a 24 hour-basis and shall have in place a search and rescue manual approved by the Authority. The NAM-CARS/NAM-CATS, regulations 179.05.4 requires SAR services to achieve and maintain maximum efficiency in search

and rescue, the SAR coordinating agency and their search and rescue providers must provide for regular training of their search and rescue personnel and arrange appropriate search and rescue exercises.

2. Functions and Activities of SAR services

- 2.1 A SAR agency shall coordinate and direct SAR services to aircraft in distress and to survivors of aircraft accidents regardless of nationality or status of such persons or the circumstances in which such persons are found. Where separate aeronautical and maritime rescue coordination centres are established the NCAA shall ensure the closest coordination between the centres. The designated rescue coordination centre and sub-centres where appropriate shall be staffed 24 hours a day by trained personnel.
- 2.2 Search and rescue organizations are established to ensure the provision of adequate communication infrastructure, efficient distress alert routing and proper operational coordination to effectively support search and rescue services. The designated search and rescue services provider shall develop job descriptions, minimum qualifications and experience requirements that are aligned to the functions and activities of SAR services as described in the Air Navigation Services Regulations, the Manual of Standards and the SAR Manual.

3. Job descriptions of SAR staff

As a general guide, the duties and responsibilities of SAR staff shall include the following;

- a) Coordinate with relevance agencies the formulation of SAR agreements between the RCC and neighbouring
- b) RCCs and other SAR organizations to ensure cost-effective provision of SAR services as recommended in the IAMSAR Manuals;

- c) Ensure that RCCs/RSCs are properly and adequately manned and equipped to ensure the provision of SAR services conforms to the NAMCAR/NAMCATS and the IAMSAR Manuals;
- d) Coordinate with SAR stakeholders, the compilation and updating of SAR documents;
- e) Supervise the administration, management and coordination of SAR policies and procedures;
- f) Supervise the formulation of letters of procedures between the RCC/RSCs and SAR agencies to ensure prompt response during SAR incidents;
- g) Coordinate with SAR stakeholders, the formulation of procedures for requesting external assistance during SAR operations as guided in the National SAR Plan and the RCC Operations Manual;
- h) Coordinate with the COSPAS-SARSAT Organization, the compilation and updating of the 406 MHz distress beacon database to facilitate provision of Satellite-aided SAR service; and
- i) Coordinate with SAR stakeholders to ensure National and Regional SAR exercises are conducted as required to improve operational plans, coordination skills as well as inter-state coordination and liaison.

4. Minimum qualifications and training requirements

4.1 Minimum qualifications

- a) Air traffic controller license with at least three air traffic control ratings which must include area/airways;
- b) Aeronautical Search and Rescue Operations Certificate
- c) At least five years experience in air traffic control services

4.2 Training Requirements

a) Basic training

- a) Air traffic control course (aerodrome, approach and area/airways)

b) Aeronautical Search and Rescue Operations course

b) Specialized training

a) Aeronautical Search and Rescue Mission Coordinator Course

b) Search and Rescue Administrator Course

c) On-the-Job Training

The SAR agency shall ensure that OJT programmes are conducted before any individual can be approved to carry out specified duties. The SAR agency shall engage qualified OJT instructors to carry out specialized training.

4.3 Categories of personnel to be trained

The following categories of personnel are covered by this circular

a) Search and rescue staff

b) SAR Mission Coordinators

4.4 Approved training organizations

The NCAA shall recognise training conducted at any approved institution.

4.5 Training records

4.5.1 The SAR agency shall ensure that training records, including OJT are properly kept for inspection by the NCAA as may be required.

4.5.2 The training records shall include certificates, OJT tasks performed and any other documents related to training and approval of jobs performed.