

COMPETENCES AND TRAINING

1. Training objectives:

The objective of the company is to provide an adequate HSSE training to the personnel so as to ensure safe flights, guarantee a standardized level of security and safety under the normal operating conditions and be able to quickly extend planned measures to face all contingencies.

2. Training procedure:

TUNISAVIA has set up an organizational procedure for the management of training and retraining sessions, known as PR.DG 01

The objective of this procedure is to lay down the principles enabling to:

- Design, program, organize and implement the appropriate training and retraining sessions.
- Assess the training and retraining needs of TUNISAVIA personnel.
- Keep record of the outcome of these activities.

This procedure is applicable to all the internal and external training and retraining activities and to all TUNISAVIA personnel.

3 – National training programme in civil aviation safety

TUNISAVIA endeavours to establish and implement training modules in civil aviation safety in compliance with the national training programme in civil aviation safety which has been approved by the decision of the Minister of transport N°493 dated 25 September 2004.

4. Skills of the operating staff:

➤ Pilots:

-An annual training programme is prepared by the chief pilot who ensures its follow-up.

-Each pilot undergoes three tests a year.

-A test on line: the pilot is tested on the management of the flight (from the pre-flight preparation to the documents signature after the flight) which must be in conformity with the policy of the company and in particular with the procedures specified in the operation manual.

- Two off line tests: the pilot is tested on all the normal, occasional and emergency operations and procedures.

- ✓ **Mechanics**: an annual training programme is prepared and followed up by the head of technical department.

- ✓ **Agent technique d'exploitation (ATE)**: each ATE attends a retraining course (once every two years):

- a) At "TUNISAIR" training center: for the aircraft operation part.

- b) At "TUNISAVIA" offices: for the helicopter part.

5. Qualification of the maintenance team

MOE designates all the appropriate procedures required by PART 145 relating to the training of the maintenance personnel.

6. Training required by the labour code

TUNISAVIA plans and follows-up, through its personnel, the training sessions on first aids, the use of fire equipment and installations, the good handling practices, etc.

7. Training and sensitizing on HSSE system:

All TUNISAVIA personnel is aware of and trained on the principles of HSSE management system.

Every member will, as far as he is concerned, be trained on the provisions and procedures specified in the HSSE manual.

New staff members will be initiated to this HSSE system, as well as to the duties which they would perform.