

	TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE	Revision: 1
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1.0 Purpose

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

2.0 References

- 2.1 The Civil Aviation (ASAR) Regulations; 2017
- 2.2 Doc 9731 - IAMSAR Manuals Volume I, II and III;

3.0 Introduction

3.1 In order to satisfactorily accomplish the functions and activities of search and rescue services, there is need to establish a search and rescue organization 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 Regulation 4(2) and 4(3) of The Civil Aviation (ASAR) Regulations; 2017.

3.2 The Agency responsible for search and rescue 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. Regulation 4(3) of The Civil Aviation (ASAR) Regulations; 2017 requires SAR services providers to establish processes to improve service provision including aspects of planning, domestic and international cooperative arrangements and training.

4.0 Functions and Activities of SAR services

4.1. 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 Authority 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.

4.2. Search and rescue organizations are established to ensure the provision of

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adequate communication infrastructure, efficient distress alert routing and proper operational coordination to effectively support search and rescue services. The agency responsible for provision of search and rescue services shall develop job

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descriptions and establish minimum qualifications and experience requirements that are aligned to the functions and activities of SAR services as described in the Air Navigation Services Regulations and the SAR Operational Manual.

5.0 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 RCCs and other SAR organizations in order to ensure cost-effective provision of SAR services as recommended in the IAMSAR Manuals;
- b) Ensure that RCCs/RSCs are properly and adequately manned and equipped
- c) Ensure the provision of SAR services conforms to the ANS regulations, 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.

6.0 Minimum qualifications and training requirements

6.1. Minimum qualifications

- a) Air traffic controller license with at four air traffic control ratings which

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must include area/airways;

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- b) Aeronautical Search and Rescue Operations Certificate

6.2. Training Requirements

6.2.1. Basic training

- a) Air traffic control course (aerodrome, approach and area/airways)
- b) Aeronautical Search and Rescue Operations course

6.2.2. Specialized training

- a) Aeronautical Search and Rescue Mission Coordinator Course
- b) Search and Rescue Administrator Course

6.2.3. 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.

6.3 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

6.4 Approved training organizations

The CAA shall recognize training conducted at any approved institution.

6.5 Training records

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

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



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