



RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR
RCAA-AC-SAR001

DEVELOPMENT OF JOB DESCRIPTION, MINIMUM QUALIFICATIONS AND EXPERIENCE FOR SAR STAFF

1.0 Purpose

Under regulation 32.045 of civil aviation, SAR operations manual shall contain a description of the SAR organisation that shows the role, responsibilities and job functions of the search and rescue personnel. The purpose of this Advisory Circular is to guide ATS provider when developing job descriptions, minimum qualifications, experience for SAR staff.

2.0 References

- 2.1** Part 32 of Civil Aviation - Search and Rescue regulations;
- 2.2** Part 22 of Civil Aviation – Air Traffic Services regulations
- 2.3** Doc 9731 - IAMSAR Manuals Volume I, II and III;
- 2.4** ICAO Annex 12 – Search and Rescue;

3.0 Introduction

3.1 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 part 32 of Civil aviation (Search and Rescue) regulations.

3.2 The ATS Provider shall coordinate the Rescue Coordination Center (RCC) and shall 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 Civil aviation (SAR) regulations requires RCC 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 The 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. The designated rescue coordination centre and sub-centres where appropriate shall be staffed 24 hours a day by trained personnel.

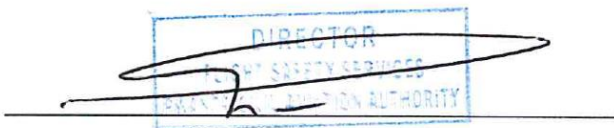
4.2 Search and rescue organizations are established to ensure the provision of adequate communication infrastructure, efficient distress alert routing and proper operational coordination to effectively support search and rescue services. The agency responsible for provision of search and rescue services shall develop job descriptions, and experience requirements that are aligned to the functions and activities of SAR services as described in the Search and Rescue Regulations and the SAR 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 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 to ensure the provision of SAR services conforms to the SAR regulations, and the IAMSAR Manuals;
- c) Coordinate with SAR stakeholders, the compilation and updating of SAR documents;
- d) Supervise the administration, management and coordination of SAR policies and procedures;
- e) Supervise the formulation of letters of procedures between the RCC/RSCs and SAR agencies to ensure prompt response during SAR incidents;
- f) 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;
- g) 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

h) 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.

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Director Flight Safety Services
Rwanda Civil Aviation Authority