

INTERNSHIP REPORT

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**INTRODUCTION**

This report serves as a comprehensive summary of my internship experiences and observations at the Aeronautical Information Services (AIS) Office of the Ghana Civil Aviation Authority. My internship tenure commenced on November 1st 2023 and concluded on November 30th 2023. During this period, I was afforded the distinct privilege of gaining profound insights into the intricacies of AIS operations and functions.

**COMPANY INFORMATION**

The Ghana Civil Aviation Authority (GCAA) is the regulatory agency of the Republic of Ghana for air transportation in the country.

It provides air navigation services within the Accra Flight Information Region (FIR), which comprises the airspace over the Republic of Ghana and a large area over the Atlantic Ocean in the Gulf of Guinea.

The GCAA was established in 1930 as a unit with Public Works Department (PWD). It wasn't until 1986 that it became an Authority under the PNDC Law 151.

In 2004, The Civil Aviation Act, Act 678 facilitates the establishment of a Civil Aviation Authority which will focus on the core functions of Airspace management and Safety Regulations whilst allowing for a different organization to handle Airport development and operations.

Pursuant to the above, the GCAA was restructured into two bodies, that is, the new Ghana Civil Aviation Authority (GCAA) and the Ghana Airports Company Limited (GACL) on 1st January, 2007.

Under the GCAA Act 678, the functions of GCAA include the following:

* Licensing and Certification of Air Transport Operators
* Licensing and Certification of Aerodromes and the Construction, Operation, Maintenance and Managements of Navigation Sites.
* Provision of Air Navigation Services (Air Space Management) within the Accra Flight Information Region (FIR).
* Regulation of Air Transport Services.
* Promoting the Development of Civil Air Transport Industry in Ghana.
* Advising Government on all matters Concerning Civil Aviation, among other functions.
* Provision of oversight for all activities related to civil aviation.

The objective of the aeronautical information service (AIS) is to ensure the flow of aeronautical data and aeronautical information necessary for global air traffic management (ATM) system safety, regularity, economy and efficiency in an environmentally sustainable manner.

The scope of aeronautical data and aeronautical information include the following sub-domains;

* national regulations, rules and procedures
* aerodromes and heliports
* airspace
* ATS routes
* flight procedures
* radio navigation aids/ systems
* obstacles
* geographic information

The Documentation and Publication Office, under AIS is responsible for the Publication of the following Aeronautical Information Products;

* Aeronautical Information Publication (AIP), including Amendments (AIP AMDT) and Supplements (AIP SUP)
* Aeronautical Information Circular
* Aeronautical Charts
* NOTAMs

In our publication, we use a system called AIRAC ( Aeronautical Information Regulation and Control ) - which signifies a system aimed at advance notification, based on common effective dates of circumstances that necessitate significant changes in operating practices. AIRAC information will be issued such that the information will be received by the user no later than 28 days and for major changes, no later than 56 days before the effective date.

**INTERNSHIP DESCRIPTION**

During my internship at civil aviation, I received a comprehensive orientation about the company's mission, values, and strategic goals. This gave me insight into its role as a top provider of Air Navigation Services for both commercial and private airlines. The company's strong dedication to ensuring air navigation safety, along with its commitment to customer satisfaction, significantly influenced my perception of professional excellence and ethical principles.

As an intern, I was entrusted with a portfolio of responsibilities, including the processing of overflight and landing permits and acknowledging requests from international airlines. Additionally, I was responsible for the dispatch of crucial documents, further enhancing my organizational and communication skills. This hands-on experience allowed me to contribute directly to the company's operational efficiency while developing a deeper understanding of the intricacies involved in managing international air traffic.

**INTERNSHIP OVERVIEW**

**WEEK 1 (1st - 3rd Nov, 2023)**

- Orientation on GCAA, Introduction to the AIS department and its role within GCAA

- Field tour - GCAA, aerodromes,terminals, Airport company

- Field tour - ATC Department, NOTAM office, Aerocom Office.

**WEEK 2 (6th - 10th Nov, 2023)**

- Introduction to QMS and the ISO 9000 series

- Introduction to the AIS Data Processing System

**WEEK 3 (13th - 17th Nov, 2023)**

- Generation of Notice for AIRAC

- Assisted in the Preparation of AIP Amendment Using AIS Data Process and QMS adherence

**WEEK 4 (20th - 24th Nov, 2023)**

- Introduction to Overflight and Landing request processing

- Processing of Overflight and Landing Permits

- Assist with the Generation of a series A NOTAM

**WEEK 5 (27th - 30th Nov, 2023)**

- Assessment on internship experience

- Made a presentation on internship experience

**GENERAL COMMENTS**

My internship at civil aviation was a transformative experience that significantly contributed to my professional growth. I gained valuable insights into the company's mission and its pivotal role as a leading provider of Air Navigation Services. Collaborating with a dynamic team, I honed my organizational and communication skills while managing responsibilities such as processing overflight and landing permits and handling international airline requests. The challenges encountered during this period served as opportunities for problem-solving, fostering adaptability. The constructive feedback received from mentors greatly influenced my learning curve. Overall, the internship not only deepened my understanding of the intricacies of air traffic management but also instilled in me a heightened appreciation for professional excellence and ethical principles.

**CONCLUSION**

In conclusion, my internship at civil aviation was an enriching journey that not only expanded my knowledge of air navigation services but also enhanced my professional capabilities. The exposure to the company's commitment to safety and customer satisfaction left a lasting impression on my understanding of ethical principles and excellence in the workplace. Taking on responsibilities which provided practical experience that significantly contributed to my skill set. The challenges encountered were valuable learning opportunities, reinforcing my ability to adapt and problem-solve. I am grateful for the guidance received from mentors, and I leave this internship with a profound sense of appreciation for the industry and a strengthened foundation for my future endeavors.