

INTERNSHIP REPORT

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INTRODUCTION

This internship report serves as a thorough documentation of my experiences and learning during my internship at The Ghana Civil Aviation Authority(GCAA) as an intern, spanning from 10th October,2023 to 30th November,2023. This immersive journey provided me with a wealth of opportunities to apply my academic knowledge, cultivate practical skills, and gain valuable insights into the Aviation industry. Under the mentor of experienced professionals, I actively participated in a diverse range of tasks, meticulously honing my expertise in advanced data analysis, skilled professional communication and the dispatch of essential information.

My involvement in these endeavors not only enhanced my technical proficiency but also instilled in me a deeper understanding of the industry's dynamics and the operational intricacies of a thriving organization like The Ghana Civil Aviation Authority(GCAA).

My internship at civil aviation commenced with a thorough orientation, immersing me in the company's mission, values, and strategic objectives. This foundational exposure allowed me to grasp the company's position as a leading provider of Air Navigation Services to commercial and private airlines. The company's unwavering devotion to safeguarding air navigation safety, coupled with its unwavering commitment to customer satisfaction, profoundly impacted my understanding of professional excellence and ethical principles.My primary duties encompassed dispatching of important document and processing of overflight and landing permit and the acknowledgement of request from international airlines. I had the privilege of working closely with dedicated units.

Internship at Ghana Civil Aviation Authority provided valuable hands-on experience and solidified understanding of industry trends. Demonstrated resilience, adaptability, and problem-solving skills in overcoming challenges.

Gained appreciation for perseverance, continuous learning, and collaboration for achieving goals.

Internship experience will shape future endeavors and contribute to ongoing professional development.

COMPANY INFORMATION

The Ghana Civil Aviation authority was established in the year 1930 as a unit under the Public Work Department (PWD). In 1953 the GCAA was granted Departmental status. It then became an authority under PNDC law 151 from 16th May,1986. In the year 2004, the GCAA Act was enacted to replace the PNDC law 151.

The civil aviation Act, Act 678 of November 2004 provides for the establishment of a civil aviation authority, which focuses on the core function of airspace management and safety regulation whilst allowing a different organization to handle airport development and operations. Pursuant to the above, the GCAA was restructured into two bodies; that is the new GCAA and the Ghana Airport Company Limited (GACL) on 1st January ,2007. Ghana Civil Aviation Authority is the regulatory agency of government on air transport in Ghana.it also provides air navigation services within the Accra Flight Information Region (FIR), which comprises the airspace over the republic of Ghana, Togo, Benin and a large area over the Atlantic Ocean in the Gulf of Guinea.

Mission: To provide safe and secure civil aviation regulator and air navigation services providers.

Vision: To become a world-class aviation regulator and air navigation services provider.

INTERNSHIP DESCRIPTION

As an intern within the Aeronautical Information Service (AIS) department at the Ghana Civil Aviation Authority (GCAA), I was assigned to the NOTAM (Notice to Airmen) office as well as the Documentation and Publication Office. My primary responsibilities included:

* Assisting in the administration of overflight and landing permit requests: I collaborated with team members to review, process, and approve overflight and landing permit applications, ensuring compliance with established regulations and procedures.
* Completing daily Aeronautical Fixed Telecommunication Network (AFTN) circuit availability charts: I maintained accurate records of AFTN circuit availability, monitoring network performance and identifying any potential disruptions to aeronautical communication.
* Contributing to the amendment of hard copies of AIP (Aeronautical Information Publication): I actively participated in the revision and update of hard copies of AIP, ensuring the dissemination of accurate and current aeronautical information to stakeholders.
* Reporting nonconformity: I diligently identified and reported any instances of nonconformity with established procedures and standards, contributing to the overall quality and integrity of AIS operations.
* Adhering to established procedures and processes: I maintained strict adherence to all relevant procedures and processes, ensuring that AIS outputs met their intended purpose and contributed to aviation safety.

The AIS department plays a crucial role in safeguarding aviation safety by providing essential aeronautical information to stakeholders, including air traffic controllers, pilots, and aviation organizations. By ensuring the accuracy, timeliness, and consistency of aeronautical information, AIS contributes to the safe, regular, and efficient operation of air navigation in Ghana.

ICAO Annex 15 outlines the critical functions of AIS, emphasizing the importance of publishing an integrated aeronautical information package. This package comprises the AIP, AIC (Aeronautical Information Circulars), PIB (Pre-flight Information Bulleting), and NOTAM (Notice to Airmen). Each component plays a vital role in disseminating essential aeronautical information to ensure the safe conduct of flight operations.

Within AIS, two primary offices handle the processing and dissemination of aeronautical information: the Doc and Pub office and the NOTAM office. During my internship, I gained valuable experience in processing flight requests into official documents and coordinating with the Ghana Armed Forces for approval. I also participated in the revision and update of hard copies of AIP, ensuring the dissemination of accurate and current aeronautical information to stakeholders. This process ensures that all relevant stakeholders are informed of potential hazards or changes to airspace conditions, contributing to enhanced aviation safety.

In summary, my internship at the GCAA's AIS department provided me with a comprehensive understanding of the critical role AIS plays in safeguarding aviation safety. I gained valuable experience in various aspects of aeronautical information management, contributing to the safe and efficient operation of air navigation in Ghana.

OVERVIEW OF INTERNSHIP EXPERIENCE

As an eager intern at the Aeronautical Information Service (AIS) department, I reveled in the opportunity to contribute to the smooth processing of flight requests. Under the guidance of my experienced colleagues, I delved into the intricacies of the flight request portal, mastering its functionalities and gaining the confidence to independently handle new requests.

When the phone rang, whether from internal or external offices, I answered with enthusiasm, eager to assist with inquiries and provide essential information. My ability to communicate effectively and address concerns promptly earned me the trust of my colleagues and established me as a reliable resource within the AIS department.

Beyond my primary responsibilities, I was always willing to go the extra mile, assisting my supervisor with a range of tasks, both within the office and beyond. Whether running errands or taking logs, I approached each task with dedication, ensuring that my contributions supported the department's overall efficiency.

My internship at the GCAA's AIS department proved to be an invaluable experience, providing me with hands-on exposure to the critical role AIS plays in aviation safety. I gained a comprehensive understanding of aeronautical information management, honed my communication and interpersonal skills, and developed a strong work ethic that will undoubtedly serve me well in my future endeavors.

ONGOING CONSIDERATION

Interns at the AIS NOTAM office underwent a comprehensive assessment process, which included tests, presentations, and a crucial internal audit. The orientation phase played a pivotal role in acquainting interns, myself included, with the intricacies of the office's operations. Mr. Akwesi Nyarko, Mrs. Majorie, and Mr. Gideon Adjei provided valuable insights into ICAO, Annexes, Flight Planning, Crew Briefing, and Quality Management Systems (QMS). Tests, particularly on QMS, were administered to gauge our understanding. The internal audit in October scrutinized each intern's contributions and achievements within the AIS section.

I appreciated the chance to articulate my reasons for interning in the AIS section during a presentation. Nevertheless, I suggest ongoing consideration for a more diverse internship experience across various GCAA departments. This broader exposure could spark interest and facilitate a more comprehensive understanding of the organization, potentially leading to collaborations and diversified career paths for interns.

CONCLUSION

In conclusion, my internship at GCAA stands as a pivotal milestone in my academic journey and professional aspirations. It has provided me with a wealth of practical experience, solidified my understanding of industry trends, and instilled in me a profound respect for ethical conduct and professional excellence. I am immensely grateful for the opportunity to have contributed to GCAA's success and I carry with me the invaluable lessons learned during this transformative experience.