


<p style="text-align: center;">SOUTH AFRICAN</p>  <p style="text-align: center;">CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF SOUTH AFRICA</b></p> <p>CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>CAA Private Bag x73s Halfway House 1685</p>
<p>Tel: (011) 545-1000 Fax: (011) 545-1465 E-Mail: <a href="mailto:mail@caa.co.za">mail@caa.co.za</a></p>		<p><b>AIC</b> <b>Series C</b> 017/2014 18 SEP 2014</p>

**PERSONNEL LICENSING**

**AIRCREW PILOTS**

**AIRCREW TECHNICAL EXAMINATIONS**

☛ Indicates changes.

☛ This AIC replaces AIC 31.1.3 dated 08 Mar 2012.

**1. GENERAL**

Enquiries and applications should be addressed to:-

SACAA Examinations Centre  
South African Civil Aviation Authority  
Private Bag x73  
Halfway House  
1685

☛ Telephone (Online examinations): +2711 545 1157 / 1158

☛ Telephone (Written examinations): +2711 545 1550 / 1057/ 1499

Fax number: +2711 545 1467

E-mail: [exams@caa.co.za](mailto:exams@caa.co.za)

**2. BOOKINGS**

☛ All booking requests must be made on the official SACAA forms (available on the SACAA website, [www.caa.co.za](http://www.caa.co.za)) and must be accompanied by the Examination fees as stipulated in Part 187 of the Civil Aviation Regulations, 2011.

No late entries will be accepted. Entries must be received prior to or on the closing date. No telephonic entries will be accepted. Entries for a scheduled examination will only be accepted if the applicable licence is valid in terms of the Regulations for entry for an examination, on both the closing date and the date of the scheduled examination.

Candidates who have entered for an examination sitting at a particular venue will not be allowed to change to another venue after the closing date.

**Pilot Licence Examinations:**

Entry to examinations will be in accordance with Regulation 61.01.10 for all Part 61 licences and ratings.

**Flight Instructor turboprop/jet examination (not required by candidates who hold a SACAA ATPL or have passed a HPA course)**

The syllabus for this examination is the same one prescribed in Appendix 2.0 to SA-CATS-FCL 61 for CPL and ATPL theoretical knowledge examinations. The examination is based on the following:

- ATG (Aircraft technical and general) at an ATPL level;
- HP (Human Performance) at a CPL level.

The pass mark is 75% and candidates will have 36 months from passing the examination to obtain the appropriate endorsement.

If a candidate has successfully completed the ATPL theoretical knowledge examinations, the credits may be counted towards the Flight Instructor turboprop/jet endorsement so long as the ATPL theory credits are valid.

**Candidates entering for Cabin crew examinations:**

In the case of flight attendants, a certified copy of a letter or certificate from the applicable operator or an accredited Aviation Training Organization (ATO) is required 48 hours before the commencement of the examination. The letter should indicate that the candidate has successfully completed the following courses:

- (a) fire fighting;
- (b) dangerous goods;
- (c) ditching and evacuation; and
- (d) aviation medicine.

No candidate for flight attendant examinations shall be allowed to attempt the examination if the required letter or certified copies of course certificates are not submitted at least 48 hours prior to the examination session.

Group bookings for operators and Aviation Training Organizations (ATOs), will be accepted under the following conditions:

- (a) availability of slots; and
- (b) submission of the required certified certificates/letter 48 hours before the commencement of the examination.

Cancellation of a confirmed booking must be done at least (five) 5 working days before the examination or the fees paid, will be forfeited.

☛ **Validity of examination credits\***

- 1. All pilot's licences and ratings- 36 months
- 2. ATPL subjects - 60 Months from date of expiry of the last Instrument Rating Revalidation check
- 3. Cabin Crew- 6 Months

☛ \*This does not override the published periods in the CARs of 2011.

2.1 **EXAMINATION PAYMENT**

Examination fees can be deposited directly into the SACAA bank account. Bank details are as indicated on the entry forms which can be obtained from the SACAA website or from the examination centre. Please note that all examination fees must be paid for at least 48 hours in advance, for bookings to be confirmed unless the payment is made in cash at the SACAA offices.

If payment is made by cheque and the bank refuses to accept or honour such cheque, the candidate's entry will be regarded as cancelled and he/she will not be allowed to attempt the examination.

**Proof of payment must be faxed through to the fax number stipulated in paragraph 1. The following details must be reflected on the proof of payment document before it can be accepted:**

- Full names;
- SACAA licence/certificate number (relevant to the type of payment made); and
- Description of what is paid for (e.g. CPL examination entry, written or online).

3. **EXAMINATIONS**

The SACAA provides both written and online examinations which are only available in English. The pass mark for any examination is 75% and all examinations are monitored by CCTV. If no video recording is available as proof of an examination the SACAA may nullify such result. By entering for an examination the candidate agrees to the monitoring process and that all such recordings may be used as evidence in any investigation or enforcement action.

3.1 **ONLINE EXAMINATIONS**

PPL, foreign PPL validation, night rating, Flight Instructor and AVSEC online examinations may be written at either the SACAA Head Office or at an approved Test Centre.

Examinations may be written at approved Test Centres between 07H00 and 17H00 Monday to Friday, except Public Holidays, subject to the availability of each test centre.

It is a requirement for approved Test Centres to have fully functional CCTV cameras in operation during any examination. If the video evidence cannot be produced on request from the SACAA, the examination may be nullified at the discretion of the SACAA.

All examinations may be attempted at the SACAA Head Office (Ikhaya Lokundiza 1, Building 16, Treur Close, Bekker Street, Waterfall Park, MIDRAND):

- ☛ Each day will normally consist of a MINIMUM of 3 sessions\*:-
- ☛ Session One – 08H30 to 10H30
- ☛ Session Two – 11H00 to 13H00
- ☛ Session Three – 13H30 to 15H30

Candidates are to ensure that they are present and have signed in for the examination at least 30 minutes prior to the official commencement of the session. Once the examination session has commenced, entry into the examination centre will not be permitted and the fees related to the examination will be forfeited.

Online examinations are offered every day of the week, except as indicated by the SACAA in December and on Public Holidays. Clients may select specific dates for their examinations.

NB: The Examination Centre closes from approximately the end of the second week in December to the second week in January. Notices will be displayed on the SACAA website.

Entries for these examinations will be by appointment only on a first come, first served basis. No provisional bookings will be accepted. Bookings for examinations will only be confirmed when the applicable entry form has been received at the examination office and the prescribed fees are paid.

### 3.1.1 DURATION OF EXAMINATIONS

	<u>HR:MIN</u>
<u>ATP SUBJECTS</u>	
METEOROLOGY	- 02:00
FLIGHT PLANNING	- 02:00
RADIO AIDS	- 02:00
NAVIGATION	- 02:00
INSTRUMENTS	- 02:00
☛ AIRCRAFT TECHNICAL	- 02:00
<u>COMM (IFR) SUBJECTS</u>	
☛ METEOROLOGY	- 02:00
☛ FLIGHT PLANNING	- 02:00
☛ RADIO AIDS	- 02:00
☛ NAVIGATION	- 02:00
☛ INSTRUMENTS	- 02:00
☛ AIR LAW & PROCEDURES	- 02:00
☛ HUMAN PERFORMANCE	- 02:00
☛ AIRCRAFT TECHNICAL	- 02:00
<u>COMM (A) VFR</u>	
☛ METEOROLOGY	- 02:00
☛ FLIGHT PLANNING	- 02:00
☛ RADIO AIDS	- 02:00
☛ NAVIGATION	- 02:00
☛ INSTRUMENTS	- 02:00
☛ AIR LAW	- 02:00
☛ HUMAN PERFORMANCE	- 02:00
☛ AIRCRAFT TECHNICAL	- 02:20
<u>COMM (H) VFR</u>	
☛ METEOROLOGY	- 02:00
☛ FLIGHT PLANNING	- 02:00
☛ RADIO AIDS	- 02:00
☛ NAVIGATION	- 02:00
☛ INSTRUMENTS	- 02:00
☛ AIR LAW	- 02:00
☛ HUMAN PERFORMANCE	- 02:00
☛ HELICOPTER TECHNICAL	- 02:00
<u>INSTRUMENT RATING</u>	
☛ METEOROLOGY	- 02:00
☛ FLIGHT PLANNING	- 02:00
☛ RADIO AIDS	- 02:00
☛ NAVIGATION	- 02:00
☛ INSTRUMENTS	- 02:00
☛ AIR LAW & PROCEDURES	- 02:00
☛ HUMAN PERFORMANCE	- 02:00
<u>HELICOPTER TECHNICAL (CPH)</u>	
☛ HELICOPTER TECHNICAL GENERAL	- 02:00
<u>TURBO PROP/JET ENDORSEMENT (TPJ)</u>	
☛ TURBO PROP	- 02:00

**HR:MIN**

☞	<u>FLIGHT ATTENDANT (FA)</u>		
	FLIGHT ATTENDANT	-	01:30
	<u>VALIDATIONS</u>		
	ATP (AIR LAW & PROCEDURES)	-	02:00
	CPI (AIR LAW & PROCEDURES)	-	02:00
☞	CPV (AIR LAW ONLY)	-	02:00
	PPL (AIR LAW)	-	01:00
	(CPI = CPL WITH INSTRUMENT RATING; CPV= CPL WITHOUT INSTRUMENT RATING (VFR);		
☞	<u>INSTRUCTORS RATING</u>		
	APPLIED METEOROLOGY AND NAVIGATION	-	02:00
	PRINCIPLES OF FLIGHT LEGISLATION AND AIRMANSHIP	-	02:00
	<u>PRIVATE PILOT</u>		
	METEOROLOGY	-	01:00
	NAVIGATION	-	01:30
	AIR LAW	-	01:00
	PRINCIPLES OF FLIGHT	-	00:45
	AIRCRAFT GENERAL	-	00:45
	HUMAN PERFORMANCE	-	00:45
	FLIGHT PERFORMANCE & PLANNING	-	01:30
☞	RADIO	-	01:30
☞	NIGHT RATING	-	00:48

### 3.2 WRITTEN EXAMINATIONS

☞ Schedules for written examinations can be found on the SACAA website, [www.caa.co.za](http://www.caa.co.za) under the "licensing and examinations" submenu. There will be ten examination sessions per venue throughout the country on an annual basis. Directions to the venues listed below are placed on the website for easy reference.

☞ The written examination will be presented at the following venues:

- Cape Town
- Durban
- Port Elizabeth
- George

### ☞ WRITTEN EXAMINATIONS RESULTS

The written examination papers are marked electronically and the results are published on the website within five working days of the examination.

## 4. EXAMINATION RULES

### CANDIDATES MUST:

- ☞ 1. report at the examination room at least **30 minutes** before the scheduled time of commencement;
2. produce his/her relevant original pilot licence or identity document in the case of cabin attendants;
3. sign the attendance register;
4. provide their own writing and ancillary materials;\*
5. remain silent during the course of the examination;
6. stop writing at the instruction of the invigilator;
7. hand in the examination script, scrap paper and related documents where applicable;
8. check that their examination number and necessary information are correct on the computer or answer books;
9. comply with all examination instructions, rules and regulations during the course of the examination.

\*Ancillary materials allowed into the examination hall:

- (a) pencils;
- (b) eraser;
- (c) ruler;
- (d) computer (mechanical i.e. whizz wheel);

- (e) protractor, dividers, drawing compass;
- (f) **approved** electronic flight computer;
- (g) **approved** electronic calculator.

**CANDIDATES IN THE EXAMINATION ROOM, MAY NOT:**

1. possess or retain notes of whatever nature during or after the examination;
2. communicate with another candidate;
3. pass any object to another candidate;
4. look at the work of another candidate;
5. enter the examination room if the examination session has already commenced;
6. leave the examination room without the invigilator's permission;
7. make any notes or marks on the manuals;
8. direct any question regarding the questionnaire to the invigilator;
9. use or retain in their possession while in the examination room, a programmable computer/calculator\*;
10. bring any electronic device of any nature, other than authorised computers/calculators
11. smoke during the examination;
12. behave in an unsatisfactory manner;
13. tamper with or damage any equipment;
14. disobey the instructions of the invigilator;
15. wear any headgear or earpiece, other than for religious or medical purposes;
16. bring any cellular phones, books, bags or briefcases.

\*Regarding programmable computers, the following have been identified as such and may not be taken into the examination room:

- (a) any calculator with an alphanumerical keyboard;
- (b) Psion Organiser/Navmaster; and
- (c) all Hewlett Packard calculators.

**5. INTERRUPTION OF ONLINE EXAMINATIONS**

While every effort is made to ensure the continued reliability of the system, inadvertent interruptions to examinations due to power failures, hardware or software faults may occur occasionally. In most cases, interruptions are speedily rectified. However, in the event of a fault occurring during a session, which cannot be rectified immediately, the candidate concerned will be offered a re-examination at no cost or penalty in respect of the particular subject.

**6. STUDY MATERIAL**

Please refer to the appropriate section of the SA-CATS and SACAA website, <http://www.caa.co.za/resource%20center/ASO/APS/TestingandCheckingIndex.htm> to determine the syllabi and list of recommended reference material.

**7. REMARKING OF EXAMINATIONS**

A request for a re-mark shall be in compliance with SA-CATS-FCL 61.01.10(9) i.e. the request shall be made within 30 days from the date of notification of the results. Any request not received within the specified period will not be considered. No booking can be accepted for subjects that are in the process of being re-marked. All requests must be made in writing. No queries regarding the examination questions will be dealt with by telephone, email or orally.

**8. CANCELLATIONS AND AMENDMENTS (WRITTEN)**

Candidates who notify the examinations section of cancellations within the first week after the closing date will be refunded 75% of the examination fee.

Candidates who notify the CAA of cancellations within the second week after the closing date will be refunded 50% of the examinations fee.

Candidates who notify the CAA of cancellations within the third week after the closing date will be refunded 25% of the examination fee.

No refunds will be paid for cancellation after the third week of the closing date of the examinations

**No amendments to examinations after the closing date will be accepted.**

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**DIRECTOR OF CIVIL AVIATION**