

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***



ATS DESIGNATED EXAMINERS

HANDBOOK

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1. INTRODUCTION

The Designated Examiner is a legal appointment made by the Director of Civil Aviation (DCA) in terms of SA-CAR 65.17.1 as well as related documents.

DEs are permitted to carry out annual proficiencies and rating validations, on behalf of South African Civil Aviation Authority (SACAA) and it remains the obligation of the DE to ensure the maintenance of the highest standards and to comply with all regulatory requirements to maintain the designation.

SACAA has the mandate to oversee the activities of all DEs to ensure that the assessment standards are achieved uniformly and at a satisfactory level without any favour or bias in the process. Designated examiners should always remain professional with high ethical value and morals while maintaining a conduct that is acceptable from a representative of the DCA.

A DE shall, at all costs and at any given time, refrain from defaming and deforming the character of SACAA and its staff while endeavouring to maintain a high level of knowledge in his or her areas of expertise as well as in the relevant SA-CAR, SA-CATS and applicable SACAA Aeronautical Information Publications;

2. PURPOSE

The purpose of this document is to align with the Technical Guidance Material (TGM), give administrative guidance and reference for all tasks associated with ATS personnel licensing, to Designated Examiners. To appraise prospect, new and current DEs, give basic guidance in terms of their subject.

3. LEGISLATION

The Legal and Aviation Compliance Division (LAC) provides legal and technical advisory services to the Board, Office of the Director of Civil Aviation and SACAA Divisions.

Copies of the Act/CARs and CATS are accessible on the SACAA's website,

4. RELEVANT DOCUMENTS

ICAO DOC 4444-Air Traffic Management

Annex 1- Personnel Licensing

Annex 11- Air Traffic Services

Annex 19 – Safety Management Systems

PART 65: CARs and CATS

PART 140: CARs and CATS

PART 172: CARs and CATS

Standards and Procedures Manual

Technical Guidance Material



Legislation - South Africa - National

▶ Acts

- Air Services Licensing Act, No. 115 of 1990
- Air Traffic and Navigation Services Company Act, No. 45 of 1993
- Airports Company Act, No. 44 of 1993
- Aviation Act, No. 74 of 1962
- Carriage by Air Act, No. 17 of 1946
- Civil Aviation Act, No. 13 of 2009
- Convention on International Interests in Mobile Equipment Act, No. 4 of 2007
- Convention on the International Recognition of Rights in Aircraft Act, No. 59 of 1993
- International Air Services Act, No. 60 of 1993
- South African Airways Act, No. 5 of 2007
- South African Civil Aviation Authority Levies Act, No. 41 of 1998
- South African Express Act, No. 34 of 2007
- South African Maritime and Aeronautical Search and Rescue Act, No. 44 of 2002

▶ Regulations

▶ Latest Amendments

▶ Technical Standards (General)

▶ Technical Standards (Flight Operations)

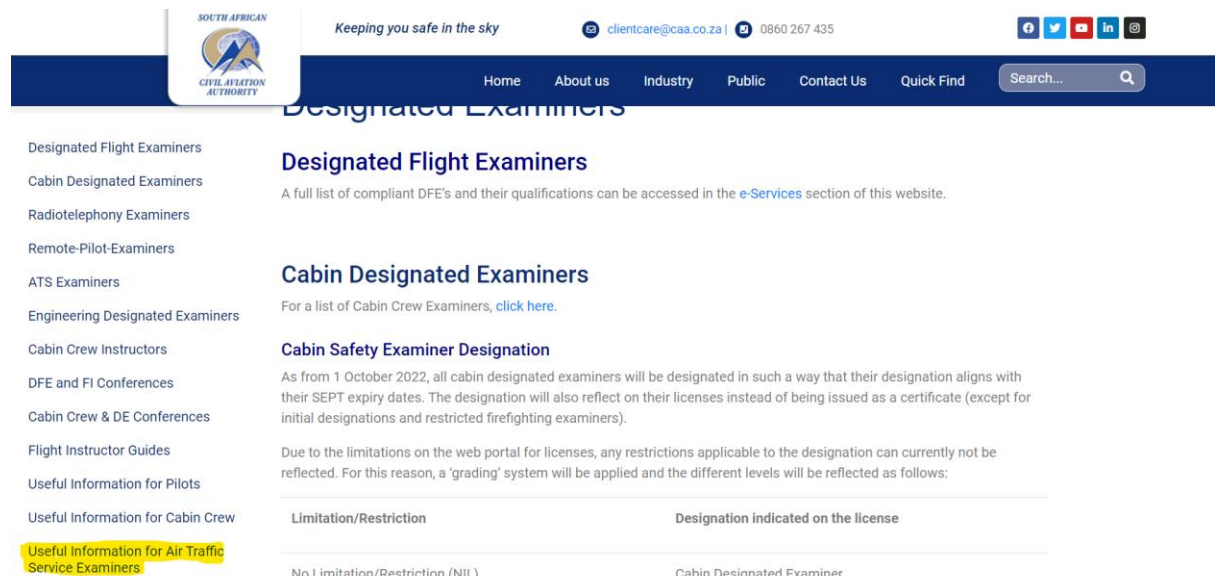
▶ Technical Standards (Personnel Licensing)

Legislation - South Africa - National

- ▶ **Acts**
- ▶ **Regulations**
- ▶ **Latest Amendments**
- ▶ **Technical Standards(General)**
- ▶ **Technical Standards (Flight Operations)**
- ▶ **Technical Standards (Personnel Licensing)**
 - SA-CATS 61 Pilot Licensing
 - SA-CATS 62 National Pilot Licensing
 - SA-CATS 63 Flight Engineer Licensing
 - SA-CATS 64 Cabin Crew Licensing
 - SA-CATS 65 Air Traffic Service Personnel Licensing**
 - SA-CATS 66 List of Technical Standards Aircraft Maintenance Engineer Licensing
 - SA-CATS 67 Medical Requirements
 - SA-CATS 68 Glider Pilot Licensing
 - SA-CATS 69 Free Balloon Pilot Licensing
 - SA-CATS 71 RPAS Personnel Licensing



<https://www.caa.co.za/legal-notices/>



The screenshot shows the website header with the CAA logo and tagline 'Keeping you safe in the sky'. The navigation menu includes Home, About us, Industry, Public, Contact Us, and Quick Find. The main content area is titled 'Designated Examiners' and lists various categories of examiners. A sidebar on the left contains a list of links, with 'Useful Information for Air Traffic Service Examiners' highlighted in yellow. The main content area includes sections for 'Designated Flight Examiners', 'Cabin Designated Examiners', and 'Cabin Safety Examiner Designation'. A table is provided for 'Cabin Safety Examiner Designation' with two columns: 'Limitation/Restriction' and 'Designation indicated on the license'.

Limitation/Restriction	Designation indicated on the license
No Limitation/Restriction (NIL)	Cabin Designated Examiner

<https://www.caa.co.za/industry-information/personnel-licensing/designated-examiners/#Useful-Info-ATSE>

5. GUIDELINE FOR VISITING DEs:

- Early allocation of DE from home ATSU, probably 3 weeks in advance
- Guest DE familiarisation pack (SSI's, host procedures, airspace, LOPs, memos, student records and LoAs etc) sent as soon as possible post allocation.
- Periodic reports on student progress to guest DE.
- Early plan of validation dates and communicated to the guest DE.
- All relevant procedures to be covered prior to guest DE's arrival, advancing SACAA, Safety Department and student.
- Validation Exam to be conducted by the same DE.

6. DE OVERSIGHT

- Book through the SACAA Exams Manager.
- Booking confirmation through date and time setting by the Testing Standards Officer.
- Plan for the actual oversight, make sure you have a student to exercise DE duties.
- Return of all documents i.e. CA65-16, CA65-17 and signed code of conduct.
- The TRIANGLE/PYRAMID, regulatory flow from ICAO, DoT, SACAA, ANSP

To this effect, the DCA has appointed Authorised Officers (AOs) who are trained and suitably qualified to conduct oversights on the activities of DEs. The purpose of oversights is to ensure that the DEs achieve the required standards and that they conduct themselves in conformity with the Code of Conduct and guide-lines provided in this document.

An oversight may only be conducted over one DE during the administration of an assessment. An oversight may be carried out during the administration of a desktop exercise.

In case of an actual assessment, the DE should inform the candidate(s) about the assessment and its purposes well in advance. The assessment may not take place without prior consent of the candidate(s). AOs are responsible for arranging their oversight with DE. The request for an oversight shall be addressed in writing via email to the relevant ATSU/ATO.

The DE can only request a DE oversight 21 days after an unsuccessful oversight. Requests for DE oversights are limited to only two attempts per annum.

Should the DE be found unsuccessful on all two (initial plus one attempt) annual oversights, the DE will only be eligible to apply for the designation after 24 months post an unsuccessful second attempt.

7. DE REQUIREMENTS

Conditions, rules, requirements, procedures, or standards for designation of validation examiner (operational)

- An applicant shall hold a South African ATS licence with the appropriate valid rating(s).
- Such an applicant shall have validated the rating(s) and have exercised the privileges of such rating(s) for a period of not less than two years per rating.
- Such an applicant shall be a valid Grade 1 Instructor on the discipline applied for.
- If an applicant complies with the requirements, he or she may be appointed by the Director in terms of regulation 65.17.1(1)(a).

Conditions, rules, requirements, procedures, or standards for designation of rating assessment examiner (training organisation)

- An applicant shall hold or have held an ATS licence with the rating(s).
- Such an applicant shall have validated the rating(s) at a South African ATSU and have exercised the privileges of such rating(s) for a period of not less than two years per rating.
- An applicant shall be a valid Grade 1 Instructor on the discipline applied for.
- If an applicant complies with the requirements, he or she may be appointed by the Director in terms of regulation 65.17.1(1).

Application process must have the following documents:

- File note, motivational letter, and safety report
- At least 2 years rating experience
- Forms to be completed for application: CA65-01, CA65-17 and CA65-04
- Proficiency and validation check performed on the applicant.

8. DE RENEWAL

- Motivational letter
- File note
- Safety memo
- CA65-01, 65-04, 65-17
- Complete CA65-16 (Oversight) once in two years, not necessary for initial application.
- Attend one of the two annual DE Conferences, prospect DEs encouraged to attend.

9. DE CHECKLIST

- Positions individual is rated and validated on.
- Dates when individual validated.
- Date when grade 2 was achieved.
- Date when grade 1 was achieved.
- Medicals
- ELP
- ATSU applicant is based.
- Date of safety event if any and the safety event full report to be made available.

10. ANNUAL PROFICIENCY CHECKS

- Check all student documents: Licence for medicals, EPL, currencies and validations.
- Assess the readiness of student.
- Conduct pre and post brief, being eloquent on objectives to ensure student fully understands.
- Checks to be performed a month prior expiry.
- Theory exams to take place before the practical check on position.
- Forms to be completed: CA 65-01, 65-17 and TVC, for OJTI and DEs; CA 65-01, 65-04, 65-17, file note, safety memo and motivation letter, visiting DE letter if another ATSU DE is used as a guest DE including FAM Check.
- Theory exam written day before proficiency.
- Prebriefed on the day of check.
- Successful check out: debrief, CA65-01 and CA65-17
- Unsuccessful check out: debrief, unplug student and CA65-17
- Save a copy of all documents.

11. RESPONSIBILITIES OF DESIGNATED EXAMINERS

A DE is appointed to assess Air Traffic Services (ATS) personnel performance against SACAA standards, and to:

- Evaluate the ATS personnel ability to apply the required knowledge and perform the tasks to the required level of skills.
- Identify and deal with hazardous (inappropriate) behaviours.
- Promote safety always.
- Encourage learning.
- Assist the training organizations with training standard improvement.
- Maintain efficient line of communication with SACAA.
- DEs have the obligation to provide a prompt service, on request by industry, private individuals or on instruction by the DCA; to any person, who wishes to undergo an assessment, provided such person complies with all regulatory requirements pertaining to such assessment.
- DEs are expected to honour appointments unless circumstances warrant cancellation or postponement. If a DE is conducting an assessment outside the service provider where they are employed, the DE should notify SACAA ATS section of the planned assessment. In the event of a cancellation, this must be communicated to the client timely and the SACAA notified. The DE may refer the client to another available DE or may arrange to conduct the assessment at a mutually acceptable date and time.
- DEs should endeavour to understand and adopt the guidelines contained in the Technical Guidance Material.
- DEs should make recommendations to the SACAA for the issuance of ratings or validations to Air Traffic Service personnel.

12. CONDUCTING PROFICIENCY CHECKS AND ASSESSMENTS BY DESIGNATED EXAMINER

1. When conducting proficiency checks and assessments, a Designated Examiner shall ensure that:
 - (a) where applicable, an applicant's such as ATS license and ratings are valid, and the training records are up to date prior to commencing with the assessment.
 - (b) a thorough pre-briefing is conducted; and
 - (c) the proficiency checks and assessments are based on the competency framework which consists of:
 - (i) competency elements.
 - (ii) performance criteria; and
 - (iii) tasks.

Note: A prescribed Authority assessment form for ATS personnel shall be completed to record the following outcomes: A debriefing is conducted as part of the assessment.

(a) Where applicable, a remedial action which shall be recorded on the assessment form is recommended.

(b) An assessment record is kept on file.

13. SACAA WEBSITE NAVIGATION (WWW.CAA.CO.ZA)

How to get SACAA Forms

Home – industry – personnel licensing (PEL) – licensing – forms – tab 3 and tab 4 (CA 65 forms)

How to get ATS TGM and Code of conduct and other useful information

Home – industry – personnel licensing (PEL) – designated examiners – useful information for ATS DEs

Forms available








CA 65-01, 65-01a, 65-04, 65-16, 65-17

DE Oversight forms and info

CATS and CARS

STANDARDS AND PROCEDURE MANUAL

Follow the bellow links for Air Traffic Services forms Part-65, DEs are urged to use the latest version of forms downloadable from the SACAA website:

Type	Name	Category	Description
[-] Category : Checklists - Licensing (87)			
[-] Category : Part 101 Forms - RPAS (6)			
[-] Category : Part 141 Forms - ATO (20)			
[-] Category : Part 141 Forms - DTO (14)			
[-] Category : Part 60 Forms - FSTD (8)			
[-] Category : Part 61 Forms - Examinations (4)			
[-] Category : Part 61 Forms - Pilot (34)			
[-] Category : Part 62 Forms - RAASA (16)			
[-] Category : Part 63 Forms - Flight Engineer (6)			
[-] Category : Part 64 Forms - Cabin Crew (14)			
[-] Category : Part 65 Forms - Air Traffic Services (7)			
	CA 65-01	Part 65 Forms - Air Traffic Services	Application for Air Traffic Service License
	CA 65-01a	Part 65 Forms - Air Traffic Services	Application for Air Traffic Service License Recurrency
	CA 65-04	Part 65 Forms - Air Traffic Services	Application for ATS certificates
	CA 65-16	Part 65 Forms - Air Traffic Services	ATS Designation Examiner Oversight Report
	CA 65-17	Part 65 Forms - Air Traffic Services	DE Assessment Form for ATS Personnel
	CA 65-C-01	Part 65 Forms - Air Traffic Services	Temporary Validation Certificate
	CA 65-C-02	Part 65 Forms - Air Traffic Services	ATS Temporary Rating Certificate
[-] Category : Part 66 Forms - AME (10)			



Application for Air Traffic Service Forms Link:

<https://www.caa.co.za/industry-information/personnel-licensing/licensing/#forms>