



TECHNICAL GUIDANCE MATERIAL for Engineering Designated Examiners and Oversight

SUBJECT: Technical Guidance Material for Engineering Designated Examiners

EFFECTIVE DATE: 12 March 2024

1. APPLICABILITY

1.1 This document applies as the following:

- 1.1.1 Guidelines for EDE for the conduct of tests and checks,
- 1.1.2 Reference to AO who conduct oversights on EDE.

1.2 This document does not apply to any test or check that does not require an EDE for the initial issuance of an AME Licence

2. PURPOSE

The purpose of this document is to:

- 2.1 Expand on the basic principles and methodologies applied by the EDE during the administration of a test or check.
- 2.2 Expand on the basic principles and methodologies applied by the AO during the designation and redesignation process of the EDE.
- 2.3 Describe and emphasise the professional behaviours and conduct to be always displayed by EDE while exercising their privileges.
- 2.4 Ensure that the assessment process and experience maximise the training experience for both the candidate and the EDE.

3. REFERENCE:

- i. ICAO Annex 1,6,8,19
- ii. ICAO Doc 7192
- iii. SAQA Principles of Assessment.
- iv. Civil Aviation Regulations

4. LIST OF DEFINITIONS AND ABBREVIATIONS USED IN THIS DOCUMENT

4.1 Definitions

ABBREVIATION	MEANING
NONE	

4.2 Abbreviations

TERMINOLOGY	DESCRIPTION
AO	Authorised Officer
ATO	Aviation Training Organisation
CAA	South African Civil Aviation Authority
DCA	Director of Civil Aviation
E: SSA	Executive: Safety Standards and Assurance
EDE	Engineering Designated Examiner
ICAO	International Civil Aviation Organisation
M: E	Manager: Examination
N/A	Not Applicable
NYC	Not yet competent
PEL	Personnel Licensing
SACAA	South African Civil Aviation Authority
SA-CARS	South African Civil Aviation Regulations
SA-CATS	South African Civil Aviation Technical Standards
SAQA	South African Qualifications Authority
SEP	Safety and Emergency Procedures
SM: PEL	Senior Manager: Personnel Licensing
SOP	Standard Operating Procedures
TGM	Technical Guidance Material
TPM	Training and Procedures Manual
TS	Technical Standards

5. DESIGNATION OF EXAMINERS

- 5.1 A person is designated as EDE by the DCA in compliance with the SACATS 66.01.11 and associated SA-CARS.
- 5.2 The designation is granted at the entire discretion of the DCA and shall therefore be considered a privilege and not a right.
- 5.3 It remains the obligation of the EDE to ensure the maintenance of the highest standards and to comply with all regulatory requirements to maintain the Designation.

6. RESPONSIBILITIES OF EDE

Refer to Annex A: Code of Conduct

6.1 Responsibilities

- 6.1.1 Director may designate an examiner for a period of two years, in respect of the valid rating or ratings held by the examiner to conduct trade testing on students, issue, trade test reports, do oversight on instructors SA-CATS 66.01.11.
- 6.1.2 The privileges (shall be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document SA-CATS 66.01.11
- 6.1.3 The Director shall sign and issue to each designated examiner a document/certificate which shall state the full name of such examiner and his/her privileges.
- 6.1.4 The DCA may to endorse the designation of the EDE of the licence.

- 6.2 Duties and responsibilities of the EDE during an assessment**
- 6.2.1 During an assessment, the EDE assumes an administrative duty. He or she may therefore by no means interfere with the flow or the outcome of the lesson unless it is imperative in the interests of safety.
- 6.2.2 An assessment shall be deemed to be incomplete if an EDE does not observe the entire lesson, which includes the objectives briefing, lesson/class, de-brief and administrative procedures.
- 6.2.3 During an assessment, EDE must test the candidate against all aspects applicable on the skills test form.
- 6.2.4 The EDE during the assessment and preparation will be responsible for the following:
- a) Ensure that the student displays a satisfactory level of knowledge and skills appropriate to the lesson being delivered.
 - b) Ensure that the candidate is well conversant with the SACAR, SACATS and all SACAA Aeronautical Information Publications/Circulars.
 - c) Ensure that the candidate covers all appropriate required sections and aspects contained in the lesson plan; and
 - d) The EDE at least 15 minutes prior to the lesson to discuss the terms and conditions as well as the rules of engagement applied during the conduct of the assessment.
 - e) After completion of the of the test, the EDE, shall provide input to the candidate through debrief ensuring that all deficiencies and deviations from standards are dealt with in a constructive and professional manner.
 - f) The EDE shall inform the candidate of the outcome of the assessment in writing, within 7 days.
 - g) In the event of an unsatisfactory test, the candidate shall be advised of the requirements to achieve a satisfactory outcome. Sufficient and appropriate time shall be given for the necessary time to redo the skills test.
 - h) A follow up assessment shall then be scheduled to ensure that the corrective action has been adopted and the EDE is performing satisfactorily.
 - i) Continued unsatisfactory performance may result in the recommendation that the candidate be tested by a different EDE.
 - j) All records of the candidate should be kept at the ATO.
 - k) The EDE shall engage respectfully and politely with the candidate.
- 6.2.5 Scheduling the assessment
- a) The ATO shall provide the candidate about the appropriate assessment at least the date.
 - b) EDE shall assess only one candidate on a day.
 - c) Where necessary, the ATO may get into an agreement with the candidate about the skills test preparation.
 - d) The candidate shall be told before the test, all the aspects she/he needs to prepare for.
- 6.2.6 Briefing the learner candidate
- a) During the day of the test, the EDE shall brief the candidate prior to the commencement of the lesson, with the learner(s), ensuring that the training objectives are fully established and understood.
 - b) It is imperative to explain to the candidate that that the role of the AO is to assess their performance without any distraction.
 - c) The period of the assessment shall be determined and recorded by both the ATO and the EDE.

7. STANDARDISATION AND OVERSIGHTS

- 7.1 SACAA has the mandate to supervise the activities of all EDEs to ensure that the testing and checking standards are achieved uniformly and at a satisfactory level.
- 7.2 To this effect, the DCA appoints AO who are trained and suitably qualified to conduct oversights on the activities of EDEs.

- 7.3 The purpose of oversights is to ensure that the EDEs meets the required standards and that they conduct themselves in conformity with the Code of Integrity and guidelines provided in this document.
- 7.4 Where more than one EDE is registered with the ATO, It is the prerogative of the AO to either sample or request the files of all the EDEs.

8. DUTIES AND RESPONSIBILITIES OF THE AO DURING AN OVERSIGHT

- 8.1 During an oversight, the AO is assuming an administrative duty and shall request any documents or information he/she deem necessary for the purposes of improving quality of training and enhancement of safety.
- 8.2 In the case of an AO identify non-compliance by the EDE during a skills test, the AO will discuss the matter with the EDE and were necessary, may recommend that the designation be revoked or suspended.
- 8.3 An oversight shall be deemed to be incomplete if an all-applicable document requested by the AO are not produced as evidence.
- 8.4 The documents requested by AO are and not limited to the pre-assessment briefing, skills test evaluation and de-briefing, copy of Trade Test Certificates.
- 8.5 During an oversight, the AO evaluates all aspects as prescribed in the oversight form CA 141-06:
- 8.5.1 is acting within the limits of his or her authority and Authorised by the DCA;
- 8.5.2 Has Completed the Code of Conduct as prescribed by the TPM;
- 8.5.3 The procedure for testing is well detailed in the TPM or organisation procedures;
- 8.5.4 covers all required test sections and aspects contained in the applicable forms; and
- 8.5.5 follows administrative procedures in compliance with the requirements of the SACARS and SACATS.

9. INITIAL EDE APPOINTMENT PROCESS

For the appointment of EDE, the requirements as prescribed in the regulations shall be met SA-CATS 66.01.11:

9.1 General Qualification

- 9.1.1 To qualify for a designation as a DE, the applicant must possess the general qualifications listed hereunder, in addition to having the specialised experience appropriate to the particular function for which designation is sought –
- 9.1.2 and thorough knowledge of the Civil Aviation Regulations and relevant Aeronautical Information Circulars, and Civil Aviation Technical Standards, etc.
- 9.1.3 current technical knowledge and experience commensurate with that required for the function.
- 9.1.4 unquestionable integrity, co-operative attitude, and ability to exercise sound judgment.
- 9.1.5 the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the Director in compliance with the CAR and safety goals, notwithstanding any coercion by any person to the contrary.
- 9.1.6 at least five years of satisfactory experience in the field of work covered by the designation.

9.2 Specialised experience

9.3 In addition to the general qualifications above, an applicant for designation as examiner shall have the following specialised experience, and demonstrated ability in respect of each function for which EDE designation is sought.

9.3.1 At least five years' experience as a Grade I instructor at an approved aviation training organisation (ATO) or an aircraft manufacturer's training school that has been involved with either –

- a) the issuing of course
- b) the management of programs, leading to the issuing of course certificates, in either case for aircraft, engines, propellers, avionics, instruments, electrical and component parts of similar type and complexity to those for which DE designation is sought.

9.3.2 Must hold a current valid instructor's certification with an appropriate rating and must demonstrate the ability to carry out instruction and examination to determine the status of aircraft, engines, propellers, avionics, instruments, electrical and component parts of a similar type and complexity for which DE designation is sought.

9.4 Application procedure

9.4.1 Any suitably qualified person may apply for designation as a DE. Applications for designation must be initiated by an application in the form found on SACAA website under forms.

9.4.2 Applications submitted by individual applicants must be accompanied by –

- a) a letter from the applicant's employer, attesting to the applicant's integrity and qualifications to perform instruction and examination on products of similar type and complexity, to those for which designation is sought;
- b) supporting documents, to substantiate that he or she meets all the relevant qualifications specified above; and
- c) the appropriate fee as prescribed in Part 187.

9.5 Procedure preceding selection and appointment

9.5.1 Receipt of an application is acknowledged by the Director.

9.5.2 The Director evaluates the applicant's qualifications and peruses the personal references submitted.

9.5.3 On determination that the applicant meets all the relevant requirements, the Director issues a document that identifies him or her as a Designated Examiner in the particular category.

10. RE-DESIGNATION OF ENGINEER EXAMINER

10.1 All EDE shall apply for redesignation every two years as prescribed by the regulations (SA-CATS 66)

10.2 An applicant for re-designation as designated examiner must be made on the prescribed form not less than 90 days prior to the beginning of the month in which the designation expires, together with the fee as prescribed in Part 187.

10.3 Submission of such application does not automatically entitle the applicant to continue to exercise the privileges of an EDE after the expiry date.

10.4 The Director may issue the designation if the applicant has been subject to the oversight under auspices of the authority.

11. PREPARATION OR TRAINING SCHEDULE

11.1 The EDE shall provide the candidate with a training/preparation schedule, detailing his all-training aspects that the candidate shall be assessed on.

11.2 The training schedule shall include the following details:

11.2.1 Date of training or assessment.

11.2.2 Type of training (module) or assessment (skills test) to be conducted;

11.2.3 Commencement time;

11.2.4 Venue.

12. MAXIMUM NUMBER OF CANDIDATES FOR ASSESSMENTS

12.1 Responsibility

12.1.1 EDEs act on behalf of the Director of Civil Aviation while conducting skills tests and must not succumb to business pressures and scheduling that may demand an unreasonable effort on their part.




12.1.2 The Director has a responsibility to oversee the performance of his or her delegates and may address concerns through discussion, oral counselling and, if required, suspension of organisations due to.

12.1.3 continued unreasonable work habits.

12.1.4 A EDE shall be familiar with the operator's or ATO's SOPs prior to commencement of a skills test.

12.1.5 A EDE shall identify and address irregular practices from an ATO or an operator and report these irregularities to the relevant parties in writing. The ATO or operator, as applicable should be afforded a reasonable time to address the irregularities and feedback should be provided to the EDE, and training department, where applicable. Records of the communication with the ATO and/or operator shall be retained by the EDE and shall be produced on request from the Authority.

13. AUTHORISATION

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