



SOUTH AFRICAN CIVIL AVIATION AUTHORITY

SENSITIVE AVIATION SECURITY INFORMATION

Cover Sheet

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TECHNICAL GUIDANCE MATERIAL

for

K9 Designated Examiner

SUBJECT: TECHNICAL GUIDANCE MATERIAL FOR PART 110 K9 DESIGNATED EXAMINER (KDE)

EFFECTIVE DATE: 15 SEPTEMBER 2025

1. APPLICABILITY

This Technical Guidance Material (TGM) applies to Part 110 canine (k9) Explosive Detection Teams (EDDT) Designated Examiners (DE) also referred to as KDE.

2. PURPOSE

The purpose of this TGM is to provide guidance on the appointment, roles and responsibilities of the KDE

3. REQUIREMENTS

It is a requirement under the Regulations Part 110.01.8 (1) (2) the Director may designate an examiner to conduct Skills Tests (Certification Examinations) and to issue reports. Certification Examinations and Reports referred to in Sub regulation 1 shall be performed and issued according to the conditions, rules, requirements and procedures or standards as prescribed in documents SACATS 110.

4. REFERENCE:

Civil Aviation Regulations Part 110.01.8

5. LIST OF DEFINITIONS AND ABBREVIATIONS USED IN THIS DOCUMENT

5.1. Definitions

TERMINOLOGY	DESCRIPTION
“Designated Examiner”	An authorised person, designated as such, approved to conduct skills tests and proficiency checks on persons other than pilots in terms of the delegation referred to section 88 of the act.

5.2. Abbreviations

ABBREVIATION	MEANING
DE	Designated Examiner
EDDT	Explosive Detection Dog Team
TGM	Technical Guidance Material
KDE	Canine Designated Examiner
K9	Canine
NQF	National Qualifications Framework
TSO	Testing Standards Officer

6. RESPONSIBILITIES OF DESIGNATED EXAMINERS

- 6.1 K9 Designated Examiners (KDE) shall be responsible for conducting the following duties:
- 6.1.1 assessments and, or certifications as may be instructed by the Director from time to time.
 - 6.1.2 review the annual K9 Exam schedule and liaise with the Testing Standards Officer (TSO) to confirm approved monthly K9 Exam applications (2 weeks prior to exam dates).
 - 6.1.3 conduct the necessary logistical, administrative and equipment planning required to conduct the Exams. These shall include but not limited to.
 - a) Confirm availability of examination venue.
 - b) Request examination and testing tools.
 - 6.1.4. ensure that all candidates scheduled for initial examinations have completed OJT as required by CAR 110.
 - 6.1.5. ensure that all candidates scheduled for recertification are in possession of a valid screener certification as required by CAR 110.
 - 6.1.7 be in possession of the necessary tools and materials required as prescribed by the Director.
 - 6.1.8 ensure that the candidate has passed the relevant theoretical knowledge examination with the Authority before commencing the practical certification examinations.
 - 6.1.9 Conduct the practical K9 Examination as planned.
 - 6.1.10 Conduct debriefing with candidates that were deemed not yet competent, outlining areas that require attention and document the debriefing minutes
 - 6.1.11 In the event of a failure, the test form must contain notes on the de-briefing done and the candidate must acknowledge such notes.
 - 6.1.12 Competency test forms where the tests resulted in a failure must be forwarded to the TSO for record-keeping
 - 6.1.13 Ensure that assessment and certification examination results on every assessment and certification are submitted to TSO no later than 24 hours from the date conducted, in the format that may be requested by the Director.
 - 6.1.14 Any competency form not duly completed by KDE may be rejected by Director.

- 6.1.15 Stay abreast of new developments regarding AVSEC EDD screening both locally and internationally.
- 6.1.16 Always maintain confidentiality.
- 6.1.17 submit a quarterly report and statistics to the Manager AVSEC: Personnel Certification on all assessments and certification activities conducted, even if no activities were conducted.

7. QUALIFICATIONS OF DESIGNATED EXAMINERS:

- 7.1 The Director may at any time require the KDE to undergo a skills test, if it becomes evident that the KDE is not maintaining the required standard of testing,
- 7.2 The following are requirements for designation as the KDE to conduct skills tests and to issue skills test reports:
 - 7.2.1 the candidate must at least possess the following qualifications:
 - a) a matric certificate or equivalent.
 - b) K9 Training.
 - c) aviation security screening training and any other related security training.
 - d) assessor certificate obtained from SASSETA/PSIRA as a K9 assessor.
 - e) have successfully completed the training referred to in regulation 110.02.2.
 - f) have successfully completed a period of on-the-job training as prescribed in Document SA-CATS 110.
 - 7.2.2 the candidate must have current technical knowledge and experience on EDD
 - 7.2.3 the candidate must have sufficient ability to read, speak and understand the English language to enable such candidate to duly exercise the powers of a KDE.
 - 7.2.4 the candidate must be physically, and mentally fit to duly exercise the powers of a designated examiner
 - a) hold a valid medical certificate issued as prescribed in Document SA-CATS 110.
 - b) have received satisfactory background check results.
 - 7.2.5 current and thorough working knowledge of the applicable CARs, and all other relevant aviation security legislation.
 - 7.2.6 have unquestionable integrity, cooperative attitude, and the ability to exercise sound judgment; and
 - 7.2.7 the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the Director.
 - 7.2.8 be a South African citizen; and be 18 years of age and above.

8. THE FOLLOWING PROCEDURE MUST BE FOLLOWED IN APPLICATION TO BECOME A KDE:

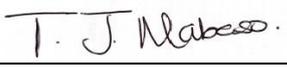
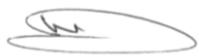
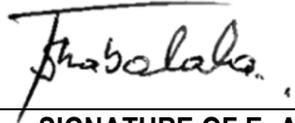
- 8.1 an application for designation as an examiner must be accompanied by a CV, academic qualifications and any other documentation to attest that the applicant complies with the conditions, requirements and standards prescribed in the SACATS PART 110.

- 8.2 the Director may, after due consideration of the application, designate the applicant as a KDE.
- 8.3 the Director may designate the applicant as an examiner for the period determined by the Director, which period may not exceed one year, calculated from the date of designation. The appointment shall be subjected to reapplication 60 days before expiry
- 8.4 the Director may withdraw a designation if—
- (i) it becomes evident that the designated examiner does not comply with the provisions of this technical standard; or
 - (ii) the withdrawal is necessary in the interests of aviation security.
- 8.5 the designated examiner must, upon the withdrawal of the designation by the Director, forthwith surrender the document referred to in CAR 110.01,8 to the Director.
- 8.6 upon the approval of the application as a designated examiner, the Director must sign and issue to each designated examiner a document which must state the full name of such examiner and contain a statement that—
- (i) such examiner has been designated in terms of subsection (4) of the SACATA 110; and
 - (ii) such examiner is empowered to exercise the privileges referred to in subsection (2) of the SACATS.

9 TERMS AND CONDITIONS OF DESIGNATION

- 9.1 In all cases, the KDE is restricted to specific functions commensurate with the applicant's knowledge and experience.
- 9.2 the Director reserves the right to appoint an applicant, depending on the qualifications of the applicant and the needs of the Authority as may be determined by the Director from time to time.
- 9.3 the Director may, after due consideration of the application, designate the applicant as an examiner for a period determined by the Director, which period may not exceed one year, calculated from the date of designation, and such may be renewed annually by the Director in line with the needs of the Authority.
- 9.4 a designated number shall be allocated to an examiner. The allocated number together with other relevant information as indicated on the document referred to in CAR 110.01.8 must be reflected on all the documents signed by the examiner.
- 9.5 An appointed KDE shall not conduct tests in the organisation of their employ.
- 9.6 the Director may withdraw a designation if—
- a) it becomes evident that the examiner does not comply with the provisions of Part 110 SACATS; or
 - b) the withdrawal is necessary in the interests of aviation safety and security; or
 - c) the appointed KDE breaches these terms and conditions.
 - d) the appointed KDE breaches the signed code of conduct "**refer to Annex A**"
- 9.7 . if the designation be withdrawn or not renewed, the candidate shall return all documentation regarding his designation to the Director as well as all records of work performed on behalf of the Director.
- 9.8 SACAA inspector will oversight an approved KDE within the period of approval and produce a report.

10 AUTHORISATION

DEVELOPED BY:		
	JOYCE MABASO	15 SEPTEMBER 2025
SIGNATURE OF M: T	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
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APPROVED BY:		
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SIGNATURE OF E: AVSEC	NAME IN BLOCK LETTERS	DATE

END

ANNEX A

CODE OCF CONDUCT FOR K9 DESIGNATED EXAMINERS

1. Introduction

An K9 Designated Examiner (KDE) is appointed by the Direction of Civil Aviation in terms of relevant provisions of SA-CAR and SA-CATS to carry out high stakes licensing actions on behalf of the Director. A Designated Examiner is therefore a representative of both the Director of Civil Aviation and the government of the Republic of South Africa. He or she has a statutory obligation to demonstrate a high standard of behaviour and professionalism.

A Designated Examiner is expected to fully understand the content of this Code of Conduct.

2. Purpose of the Code of Conduct

The purpose of this document is to assist the DE to know and understand the minimum standards of conduct and behaviour expected of his or her as a representative of the Director of Civil Aviation.

This document reflects the basic requirements of professionalism, integrity and courtesy of a KDE to ensure a high level of service delivery worthy of the values of SACAA.

3. The role of a K9 Designated Examiner

3.1 A KDE is appointed to assess K9 Explosives Detection Dog Team (EDDT) performance against SACAA standards, and to:

- a) evaluates the EDDT ability to apply the required knowledge and perform the tasks as required.
- b) identify and deal with hazardous (inappropriate) Behaviour.
- c) always promote safety.
- d) encourage learning.
- e) maintain efficient line of communication with SACAA.

3.2 A KDE has the obligation to provide a prompt service to any person who wishes to undergo a test or check, provided that such person complies with all regulatory requirements pertaining to such test or check.

3.3 A KDE is expected to honour appointments unless circumstances warrant cancellation or postponement. If a K9 Aviation Screening Organisations (ASSO) cancels a test or request rescheduling, the KDE should recommend another KDE or instruct the candidate to visit the SACAA website which

provides the names of another DE or may arrange to conduct the test or check at a mutually acceptable date and time.

- 3.4 Every KDE should endeavour to understand and adopt the guidelines contained in the Technical Guidance Material for KDEs, as well as the relevant guidelines and instructions in the accompanying document "Technical Guidance Material for the development and revision of examinations and test items" as closely as possible.

4 Professional Etiquette

- 4.1 A KDE should endeavour to maintain a high level of knowledge in his or her areas of expertise as well as in the relevant SA-CAR, SA-CATS.

As representative of the DCA, a KDE is also required to be.

- a) professional,
 - b) punctual,
 - c) suitably dressed,
 - d) respectful, polite and courteous, yet neither overly familiar nor timid e. strict but fair,
 - e) unbiased and uncompromised,
 - f) an advocate for SACAA's Vision and Mission Statements and
 - g) well familiar with the SACAA website
- 4.2 A KDE shall refrain from defaming and deforming the character of SACAA and its staff. Such behaviour will be viewed in a serious light

5 Acknowledgement

- 5.1 I acknowledge that I have received a copy of the SACAA document 'Technical Guidance Material for K9 Designated Examiners; and confirm that I am familiar with and understand the content of this document.
- 5.2 I herewith commit to abide by this code of conduct and to represent the Director of Civil Aviation in a professional and uncompromised manner.
- 5.3 I understand that a breach of any part of this Code of Conduct may lead to enforcement action and removal of my appointment as Designated Examiner.

Signature of Designated Examiner	Names in Block Letters	Date