	<b>REPUBLIC OF SOUTH AFRICA</b>  <b>CIVIL AVIATION AUTHORITY</b>	<b>SACAA</b> <b>Private Bag X 73</b> <b>Halfway House</b> <b>1685</b>
<b>Tel: (011) 545-1323</b>  <b>E-Mail: niemandj@caa.co.za</b>	<b>GENERAL PEL NOTICE: Cabin Crew, AME</b> <b>and RPC Exam bookings.</b> <b>Revision 0</b>	<b>DATED: 17 August 2023</b>

## **ISSUANCE OF LICENCE NUMBERS AND ADMINISTRATION OF PART 64, PART 66 AND PART 71 EXAMINATIONS BY SACAA**

### **1. APPLICABILITY**

This Notice is applicable to:

Aviation Training Organisations (ATOs), Declared Training Organisations (DTOs) in terms of Part 141, Subpart 8 of the Civil Aviation Regulations 2011 (CARs), as amended; and students applying to write examinations for the above-listed Parts.

### **2. PURPOSE**

This Notice serves to address the SACAA Examinations booking of Part 66 (Aircraft Maintenance Engineers), Part 64 (Cabin Crew) and Part 71 (Remote Pilot Certificate) examinations at the SACAA Headquarters and SACAA Outstations (Cape Town, Durban, Port Elizabeth and Mossel Bay) and at ATOs or DTOs (if applicable).

The requirements are such that for any one candidate to book for SACAA examinations, such candidate must be registered to a SACAA Approved ATO or DTO. No candidate will be accepted to write SACA examinations if they are not registered to an ATO or DTO. Any candidate who writes or attempts to write any of the listed exams without being registered with a registered ATO or DTO may be subjected to enforcement action.

### **3. THE PROCESS OF LICENSE NUMBER APPLICATION AND EXAMINATION BOOKINGS BY SCHOOLS OR THE CANDIDATE**

For guidance on how to apply for a licence number and Examination bookings, kindly refer to the diagram/process below to ensure an effective and efficient response by the SACAA:

#### **1. Licensing Section**

An approved ATO or DTO must send the necessary documents to the licensing section to receive a licence number before applying to sit for examinations at the SACAA, ATO or DTO.

Application/Request must be sent to [HaverkampAm@caa.co.za](mailto:HaverkampAm@caa.co.za)

A copy of the following documents must be attached:

- The name of the ATO/DTO;
- Identity Document or Passport; and
- Residential/Physical Address

## 2. Examinations

Upon receipt of the license number, a candidate who qualifies for the examinations shall send the application form, proof of payment (ref = license number) to [exams@caa.co.za](mailto:exams@caa.co.za).

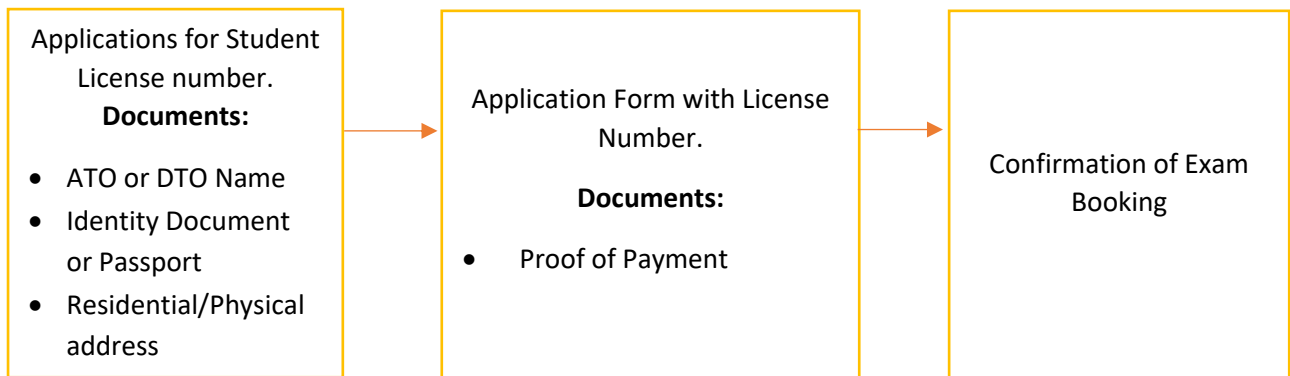
## 3. Examinations Section

The student must wait for a confirmation to sit for an examination. Students are advised to bring proof of confirmation on the day of the exams.

### 1. Licensing Section


### 2. Exams Section

### 3. Exams Section



## 4. EFFECTIVE DATE

The following PEL Notice is effective from **18 August 2023**.

Issued by the South African Civil Aviation Authority (SACAA)		
	<b>JOHAN NIEMAND</b>	<b>17 August 2023</b>
<b>SENIOR MANAGER PERSONNEL LICENSING</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>