	REPUBLIC OF SOUTH AFRICA CIVIL AVIATION AUTHORITY	SACAA Private Bag X 73 Halfway House 1685
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**REVISION OF DFE OVERSIGHT PROCEDURES AND
UPDATING OF TGM FOR EXAMINERS AND OVERSIGHT**

1. Applicability

1.1. This Personnel Licensing (PEL) General Notice is applicable to:

a. Designated Flight Examiners (DFEs).

1.2 This General Notice is valid from 6 July 2022 until withdrawn or superseded by an amendment.

2. Purpose of this General Notice

2.1 This General Notice informs DFEs of specific changes to existing oversight procedures and the supporting technical guidance material.

2.2 Some of these changes are imminent while others will be implemented within a few months.

2.3 These amendments apply to the following oversight-related aspects:

- a. More specific guidance regarding the operational environment in which oversight demonstrations are conducted;
- b. The implementation of a moderation interview in case of an unsuccessful oversight;
- c. Improved guidance regarding the design of an assessment plan;
- d. Improvements to oversight criteria and form 61-26.7 (DFE Oversight Report);
- e. The updating of the document “TGM for Examiners and oversight” to incorporate the above-mentioned changes and
- f. Minor corrections, such as typographical, layout and numbering improvements, to the above-mentioned TGM.

3. Background

- 3.1 The Personnel Licensing (PEL) department recognizes the critical role which DFEs play in the maintenance of flight standards. This role is especially important considering the international implications of licensing standards and flight testing.
- 3.2 Due to the intricate relationship between safety and flight standards, the department is aware of the need to identify areas where improvements are needed. The necessity to provide technical support and guidance to examiners is likewise appreciated.
- 3.3 The changes which are summarized in this notice are the result of ongoing improvements to the oversight process and are intended to raise the standard of flight testing in South Africa.

4. Changes regarding the operational environment for oversight demonstrations

- 4.1 The oversight of DFEs is the primary tool by which testing standards are monitored and is also a major source of valuable information regarding areas where technical input is needed.
- 4.2 Although the standard of testing should remain consistent, a different testing environment demands a different set of skills from an examiner. For example, testing on a full-flight FTD in an airline environment is very different from testing on an FNPT II FSTD at a flying school.
- 4.3 In order to properly audit a DFE's testing skill, it is therefore imperative that an oversight is conducted in an environment which closely represents the nature of testing a DFE does. For this reason, a DFE will be required to demonstrate an oversight in the field of operation where he or she is most active. For example, an examiner who commonly does testing or checking in the General Aviation environment, shall undergo the oversight in this field. This includes the use of a typical simulator or aircraft.
- 4.4 The Manager: Examinations will review each request for oversight and allocate a suitable inspector at his discretion. Where it becomes apparent that a different oversight environment is needed, a DFE will be required to select a more suitable oversight field.
- 4.5 The same principle applies to different categories. Where a DFE has been designated in more than one category, it is not presently required to demonstrate an oversight in each category. However, oversight demonstrations shall alternate between the categories in successive designation periods. An unsuccessful oversight in one category will therefore also preclude re-designation in another category of aircraft.
- 4.6 Generally, an oversight conducted in one category will count for the other category unless circumstances require otherwise. The PEL department will communicate with a DFE in unique cases to arrange a suitable oversight environment.

5. Moderation interview following an unsuccessful oversight

- 5.1 The PEL department is especially cognisant of the need to provide useful and constructive guidance to a DFE in a case where a deficiency is identified during an oversight activity.
- 5.2 Although unsuccessful oversights are rare, such events require that the root cause of error be identified and corrected. Presently, there is no procedural requirement to provide corrective technical input to a DFE before he or she undergoes a follow-up oversight. This is clearly unsatisfactory and illogical.

- 5.3 In addition, unsuccessful oversights are sometimes accompanied by feelings of frustration with the SACAA and a perception of unfair treatment. This is detrimental to a harmonious relationship between the regulator and its designated examiners, which is certainly not conducive to productive and effective flight testing.
- 5.4 For the reasons above, the oversight procedure is consequently amended to require a moderation interview after each unsuccessful oversight. This moderation interview will allow areas of deficiency to be discussed and corrected and misunderstandings resolved. It will also have the benefit of providing a formal setting within which disagreements can be discussed transparently and fairly.
- 5.5 After an unsuccessful oversight, the present policy is to repeat the complete oversight, except in cases where deficiencies are limited to a very specific section. This process is now streamlined and simplified and allows minor deficiencies to be corrected during the moderation interview without the need for a follow-up oversight.

6. Improved guidance regarding the design of an assessment plan

- 6.1 The need to plan an assessment and submit this plan to the allocated Authorized officer prior to an oversight is a commonly misunderstood requirement.
- 6.2 Often, the plan which is submitted is little more than a summary of the administrative arrangements of the day, such as the venue, date and time of the oversight.
- 6.3 Substantial information is now provided regarding the assessment plan.

7. Improvements to oversight criteria

- 7.1 Since its release in early 2019, form 61-26.7 (DFE Oversight Report) has been used for all DFE oversights. The PEL department and DFE community has become familiar with the document and the oversight criteria it contains.
- 7.2 The PEL department has requested feedback from DFEs since 2019 and has received very useful input, although from a very small number of examiners. However, this input has been supplemented by extensive practical experience gained with the regular use of the criteria.
- 7.3 Consequently, much work has been done to make the criteria and the DFE Oversight Report simpler and more user-friendly, as well as more accurate.
- 7.4 These revisions are being incorporated and are expected to be applied with a few months. Estimated completion dates for this process are as follows:


a. Completion of internal work	31 August 2022
b. Discussion of revised criteria with selected DFEs	30 September 2022
c. Publication of revised from 61-26.7	14 October 2022

- 7.5 DFEs that are interested to provide feedback regarding the existing oversight criteria prior to their revision, attend a work shop or participate in a discussion of the revised oversight criteria are invited to contact Theo Odendaal at the following address:

- odendaalt@caa.co.za

8. Publication of revised Technical Guidance material

- 8.1 The revised document TGM for Examiners and oversight will be published on the departmental web page of the PEL department on Friday 8 July 2022.
- 8.2 Examiners are advised to familiarize themselves with the TGM and its content prior to any oversights.
- 8.3 Any questions may be directed to the Authorized Officer allocated to the oversight.

Issued by the South African Civil Aviation Authority (SACAA)		
	JOHAN NIEMAND	7 JULY 2022
SENIOR MANAGER: PERSONNEL LICENSING	NAME IN BLOCK LETTERS	DATE