

## Procedure for Cabin Crew Licence Applicants

1. When bookings for examinations are made the following documentation must be submitted:
  - Entry for examinations form CA 61-91 (see attached);
  - Proof of payment as per Part 187 for examinations in respect of any cabin crew member licence or rating
  - Certified proof of identity of applicant, verifying that applicant is 18 years of age or older;
  
2. On the day of the examination, the applicant is required to present the following documentation (ORIGINALS OR CERTIFIED COPIES THEREOF), prior to sitting for the examination;
  - All documents as point 1, and
  - Proof of having successfully completed the theoretical examination at the ATO
  - SEPT (this includes the theory of fire and fire fighting)
  - Security awareness
  - Dangerous goods
  - First aid
  
3. On successful completion of the examination, the applicant is required to submit the following documentation for the issuance of a licence:
  - Application form CA 64-09 (see attached);
  - Certified proof of identity of applicant, verifying that applicant is 18 years of age or older;
  - A valid class 4 medical certificate issued in terms of Part 67;
  - Two recent passport size photographs
  - Proof of having successfully completed the theoretical examination at the SACAA;
  - Initial skills test report CA 64-20 (see attached). Please note that licensing officers will be required to verify the dates on the skills tests to ensure that these were conducted in a reasonable time after successful completion of the exam with the Authority.
  - Proof of payment as per Part 187 for the issuing of a cabin crew licence
  
4. Should an applicant have booked for an examination and then not be able to write on the day, a cancellation of the booking must be made at least 5 days prior to the scheduled date of examination, in order to qualify for a credit to the ATO."