

	Training Standards and Personnel Licensing		From Number: CA 141-44	
	<i>Department:</i>		<i>Email address:</i>	clientcare@caa.co.za
	<i>Telephone number:</i>	0860 267 435		
	<i>Physical address:</i>	Ikhaya Lokundiza Bylsbridge Blvd, Bylsbridge Office Park, Olievenhoutbosch road, Doringkloof, Centurion		
	<i>Postal address:</i>	Private Bag X73, Halfway House 1685	<i>Website:</i> www.caa.co.za	
DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE				
<i>Bank:</i> Standard Bank of SA Ltd		<i>Branch:</i> Brooklyn, Pretoria	<i>Branch Code:</i> 011245	<i>Account Number:</i> 013007971
PARTAC PERSONNEL ASSESSMENT FORM				

POPIA CONSENT AGREEMENT:

In accordance with the provisions of the Protection of Personal Information Act No. 4 of 2013 ("POPIA"), all personal information must be processed lawfully and in a manner that does not infringe upon the data subject's right to privacy.

By completing this form in accordance with the Civil Aviation Act No. 13 of 2009, you consent to the collection, processing, and, where necessary, the disclosure of the personal information provided herein for purposes strictly related to regulatory, administrative, operational, and compliance requirements. This may include, but is not limited to, processing the information for approvals, certification, communication, publication, or any related function reasonably required to fulfil the purpose for which the information was submitted.

Such information will only be shared with authorised third parties, including regulatory bodies such as the Department of Transport, service providers, consultants, or other relevant stakeholders, solely to the extent necessary to discharge the aforementioned obligations.

The South African Civil Aviation Authority ("SACAA") recognises the importance of protecting personal information and undertakes to process and/or publish such information with the highest level of care and in full compliance with the safeguards and obligations imposed by POPIA. (For more information on how the SACAA processes your personal information, kindly refer to our Privacy policy on the SACAA website (link: <https://www.caa.co.za/paia-and-privacy/>).

This checklist is designed for:

- Airside driving practical assessments
- Manoeuvring area access evaluations
- Radio telephony and ATC coordination assessments
- Operational compliance verification

It promotes, Safety first, standard phraseology, situational awareness, professional conduct and Fair and objective evaluation standards. SACAA guidance requires that manoeuvring area drivers receive proper training and operate only with ATC Authorisation.

1.1 Name of Aerodrome	
1.2 Physical address	
1.3 Postal Address	
1.4 Date of inspection	
1.5 Aerodrome representative	
1.6 ATO Number	

2. ASSESSMENT SECTION

Performance	Task Evaluated	Sub-Task Evaluated	Observed	Discussed	Not Observed	Satisfactory	Needs Improvement	Unsatisfactory
	2.1 Documentation	- Valid airside permit displayed - Valid driver's licence - Radio permit/ training verified - PPE worn correctly - Candidate medically fit and alert - Understands local airport procedures						
	2.2 Vehicle Safety Check	- Beacon operational - Radio functional and audible - Brakes and steering serviceable - Headlights operational - Vehicle roadworthy - FOD Check Completed						
	2.3 Airside Knowledge and Safety Awareness	- Correctly identifies runway markings - Correctly identifies taxiway markings - Understanding holding points - Understands apron vs manoeuvring area - Knows airport speed limits - Demonstrates situational awareness						
	2.4 Radio Telephony & ATC Communication	- Uses correct call signs - Waits before transmitting - Uses standard aviation phraseology - Reads back instructions correctly - Maintains Radio Discipline - Requests clarification when unsure						
	2.5 Manoeuvring Area Practical Evaluation	- Obeys speed limit - Uses designated routes only - Stops at holding points - Demonstrates mirror and blind spot checks - Maintains safe aircraft separation - Demonstrates runway crossing procedure - Maintains composure under pressure						
	2.6 Emergency procedures	- Knows lost communication procedure - Knows vehicle breakdown reporting procedure - Understands emergency vehicle priority - Can Identify unsafe conditions - Knows incident reporting chain						

3.1 Method of Assessment (x)

a. Classroom

b. Live

c. Combination

3.2 Recommendations (x)

Section	Result	
	Competent	Not yet Competent
Documentation		
Vehicle Safety Check		
Airside Knowledge and Safety Awareness		
Radio Telephony & ATC Communication		
Manoeuvring Area Practical Evaluation		
Emergency procedures		

3.2 Remedial Intervention

Deficiencies have been identified in this ASSESSMENT of the ATSA/controller/instructor and therefore he/she cannot be released for operational/instructor duties until such time as the deficiencies have been rectified.

Assessor name: _____ Permit Number: _____

Assessor signature: _____ Date: _____

3.3 Assessor Declaration

I certify that this assessment was conducted fairly, consistently, and in accordance with applicable SACAA operational safety standards.

Assessor name: _____ Permit Number: _____

Assessor signature: _____ Date: _____

3.4 Delegate Declaration

I acknowledge that I have been assessed according to airport operational safety and regulatory requirements.

Signature: _____ Date: _____ Permit Number: _____