



Section/division:  
Telephone number:  
Physical address:  
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Personnel Licensing  
0860 267 435

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Form Number: CA 61-26.7

**DETAILS OF BANK ACCOUNT FOR PAYMENT OF PRESCRIBED FEE**

Bank: Standard Bank of SA Ltd	Branch: Brooklyn, Pretoria	Branch Code: 011245	Account Number: 013007971
<b>COMPULSORY CLIENT PAYMENT CODE (to be completed on deposit slip)</b>			
Service/transaction	Over the counter payments		EFT, Internet, Wire, Electronic payments
DFE Oversight report			

**DFE OVERSIGHT REPORT**

<b>Date of oversight</b>				<b>Place of oversight</b>			
Follow up oversight	Yes		No	If yes, enter date of preceding oversight			

<b>Details of DFE</b>							
Surname				First name			
Licence Number				Phone number			
DFE category	I		II		III		Email address
Operator (if applicable)				General aviation	Yes		No

<b>Details of test or check</b>													
Type of test or check	IR		CPL		ATPL		PPC		FI		TYPE		CLASS
Aircraft type								Registration					
FSTD type (if applicable)	FNPT		FTD		FFS		Registration						
Duration	Briefing		Flight		FSTD		Debrief						
Name of candidate 1						Licence Number							
Name of candidate 2						Licence Number							

<b>Notes</b>										
<p>a. The performance standards expected from a DFE during an oversight are indicated by the criteria described in the assessment rubric on the following pages.</p> <p>b. Supporting procedures and directives, technical guidance and explanatory notes are provided in the Technical Guidance Material (TGM) document titled "Technical Guidance Material for Designated Flight Examiners and Oversights." DFEs and Authorised Officers (AOs) conducting oversights are required to be well-acquainted with the content of the TGM, the most recent version of which is dated 2022-07-08.</p> <p>c. During an oversight, the AO observes a DFE's performance and compares the observations to the criteria.</p> <p>d. Performance corresponding to that described in the third (right-hand) column is regarded as excellent. A grading of either 3 or 4 is allocated and entered in the far right-hand column, which is titled "Grading."</p> <p>e. Performance corresponding to that described in the second (middle) column is regarded as acceptable, but ordinary. A grading of either 1 or 2 is allocated and entered in the far right-hand column.</p> <p>f. Performance corresponding to that described in the first (left-hand) column is regarded as unsatisfactory and represents a failure of the aspect. A grading of 0 is entered in the far right-hand column. A failure in any aspect automatically signifies an unsatisfactory oversight.</p> <p>g. After all aspects have been graded, the AO adds the grading marks, enters the total score in the appropriate block after the rubric and calculates the mathematically rounded percentage achieved.</p> <p>h. Every unsatisfactory oversight shall be followed by a moderation interview between the DFE and two AOs. The purpose of the interview will be to determine the cause of the observed shortcomings, moderate the observations and develop a solution to correct the deficiencies.</p> <p>i. All pages of this form must be signed by both the AO and DFE.</p>										

Signature of DFE		Signature of AO	
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SECTION 1: INTRODUCTION					
Aspect description		0	1-2	3-4	Grading
a	Briefing on structure and sequence of evaluation or assessment	Briefing not conducted	Briefing conducted but incomplete and/or excessively long	Briefing was concise and clear without taking an excessive amount of time. Candidate(s) understand(s) expectations during test or check	
b	Review of the applicable evaluation or assessment tool	Tool not reviewed	Lengthy or incomplete review	Reviewed the following concisely: <ul style="list-style-type: none"> <li>grading scale, criteria, and tolerances</li> <li>handling of aspect failure(s)</li> <li>sections</li> </ul>	
c	Checking of licence(s), logbook(s) and verification of all other relevant documents	Documents not checked or legality of operation not assured	Documents checked and legality assured but minor shortcomings overlooked	Documents thoroughly checked, legislative compliance assured, and shortcomings addressed	
<b>Observations:</b>					

## SECTION 2: GROUND EVALUATION

Aspect description		0	1-2	3-4	Grading
a	Planning of evaluation	Lack of planning evident or planning is superficial, or evaluation mostly done in an impromptu manner	Some planning is evident, but evaluation is unsystematic	Evaluation is planned and systematic with a logical sequence. Structure and relevance of plan supports a thorough examination of knowledge	
b	Evaluation at higher order thinking levels	Depth of evaluation is <ul style="list-style-type: none"> <li>elementary or</li> <li>mostly at recall level</li> </ul> No evaluation of operational decision-making	Deliberate evaluation of <ul style="list-style-type: none"> <li>understanding and</li> <li>practical application of knowledge.</li> </ul> Little evaluation of operational decision-making	Candidate required to: <ul style="list-style-type: none"> <li>apply knowledge operationally,</li> <li>analyze operational interdependencies and</li> <li>justify decisions</li> </ul>	
c	Oral evaluation technique	Repeated difficulty by candidate(s) to hear or understand questions or instructions due to: <ul style="list-style-type: none"> <li>DFE consistently speaking too fast or slow or</li> <li>mumbling, pronunciation, slang or serious grammar errors or</li> <li>clumsy or peculiar verbalization technique or</li> <li>regular use of puzzling, oversize, toss-up, bewildering or trick questions</li> </ul> Frequent use made of closed-ended questions. Grossly incorrect technical terminology used. Little or no enthusiasm shown. Candidate(s) interrupted repeatedly	Questions and instructions are mostly: <ul style="list-style-type: none"> <li>understandable, audible, grammatically correct and free of excessive slang and</li> <li>technically correct and</li> <li>clear-cut, simple and focussed on one main idea and</li> <li>seldom preceded by an unnecessary introduction.</li> </ul> Little clarification required by candidate. Limited use made of closed-ended questions	Oral technique smooth and highly effective: <ul style="list-style-type: none"> <li>questions and instructions are verbalized concisely, audibly and unambiguously,</li> <li>deliberate and regular use made of open-ended questions,</li> <li>attention of candidate(s) kept consistently,</li> <li>questioning technique and volume and pace of speaking adapted in response to personality and performance of candidate(s),</li> <li>responds to candidate request(s) for clarification,</li> <li>vocabulary, grammar, spelling, word order, and punctuation faultless and</li> <li>candidate(s) given enough time to respond</li> </ul>	

Signature of DFE

Signature of AO

d	Time management	Insufficient time allocation or poor time management results in evaluation: <ul style="list-style-type: none"> <li>• being incomplete or</li> <li>• extending into flight or FSTD time slot</li> </ul>		Evaluation is <ul style="list-style-type: none"> <li>• focussed and</li> <li>• completed within allocated time slot.</li> </ul> Optimal use is made of time available	
e	Completeness of ground evaluation	One or more prescribed aspects omitted		All prescribed aspects evaluated	
f	Authenticity of evidence	In any combination, three or more displays of: <ul style="list-style-type: none"> <li>• willingness to accept incorrect or incomplete answers or</li> <li>• prompting or tutoring or</li> <li>• premature termination of line of questioning</li> </ul>	In any combination, one or two displays of: <ul style="list-style-type: none"> <li>• willingness to accept incorrect or incomplete answers or</li> <li>• prompting or guiding or</li> <li>• premature termination of line of questioning</li> </ul> DFE self-corrects rare lapses in technique by rephrasing question, giving new task, or requiring additional information	Candidate(s) required to provide all evidence without assistance from or interference by DFE	
g	Interpretation of evidence (Ground evaluation)	Pass allowed despite <ul style="list-style-type: none"> <li>• serious deficiency in operational knowledge or</li> <li>• inadequate depth of technical knowledge or</li> <li>• grossly hesitant or unpolished responses or</li> <li>• highly incomplete and inaccurate responses by candidate(s) or</li> <li>• a performance that does not appear to be repeatable, consistent, and deliberate</li> </ul>		If candidate(s) pass(es), this is allowed on the basis of: <ul style="list-style-type: none"> <li>• thorough and justifiable responses and</li> <li>• an unambiguous indication of competence of candidate(s)</li> </ul>	

**Observations**

**SECTION 3: PRE-FLIGHT BRIEFING**

Aspect description		0	1-2	3-4	Grading
a	Scenario and sequence of events	Briefing not conducted or conducted in an unstructured or rushed manner. Essential information not communicated	Briefing conducted in a systematic and structured manner, but excessively long. All essential information communicated	Briefing is concise and clear without taking an excessive amount of time. Candidate(s) understand(s) sequence of in-flight evaluation and DFE's expectations	

**Observations**

Signature of DFE		Signature of AO	
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SECTION 4: IN-FLIGHT EVALUATION					
Aspect description		0	1-2	3-4	Grading
a	Adherence to pre-flight briefing	Evaluation plan conveyed during briefing unjustifiably abandoned mostly or completely. Gross discrepancy observed between briefing and actual evaluation.	Despite minor discrepancies, in-flight evaluation mostly corresponds to pre-flight briefing. Where a deviation is justified for technical reasons, this is announced and briefed.	Scenario corresponds exactly to briefing and is completed to a logical conclusion. Where a deviation is justified for technical reasons, this is announced and briefed.	
b	ATC simulation (realism, procedures and phraseology/terminology)	Repeated displays of highly incorrect or grossly irregular phraseology or procedures observed.	Occasional displays of irregular or overly casual ATC phraseology observed. ATC procedures correct in all cases.	Standard and correct ATC procedures and phraseology consistently used.	
c	Compliance with minimum requirements of test/check	One or more required aspects omitted without justification		All required aspects either evaluated or justifiably omitted	
d	Evaluation of flight management skills	No attempt by DFE to evaluate flight management and in-flight decision-making skills	Some evidence that DFE evaluates: <ul style="list-style-type: none"> <li>• simple operational problem-solving and decision-making.</li> </ul> Deliberate, but incomplete attempt to evaluate: <ul style="list-style-type: none"> <li>• re-planning of flight and</li> <li>• management of continued flight</li> </ul>	DFE requires candidate(s) to: <ul style="list-style-type: none"> <li>• apply ADM and TEM principles,</li> <li>• manage operational interdependencies,</li> <li>• determine root cause(s) of more complex,</li> <li>• scenario-based operational problems and</li> <li>• resolve or manage the situation</li> </ul>	
e	Authenticity of evidence	Instruction or verbal guidance (“patter”) beyond prescribed allowance observed.	In-flight retraining and re-assessment elements conducted strictly in accordance with prescribed allowance. DFE self-corrects any lapse in technique by rephrasing required task or requiring additional information.	DFE requires unassisted demonstration of operational performance. Deliberate attempt to accurately determine ability of candidate(s). Any In-flight retraining and re-assessment conducted strictly in accordance with prescribed allowance.	
<b>Observations</b>					

Signature of DFE		Signature of AO	
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SECTION 5: DEBRIEFING, FORM HANDLING AND CORRECTNESS OF PASS/FAIL DECISION					
Aspect description		0	1-2	3-4	Grading
a	Quality and completeness of debriefing	Operationally significant error(s) and deviation(s) not explained or Feedback does not serve any learning-related purpose.	All operationally significant errors and deviations debriefed and Some opportunity given for candidate input and self-reflection and Feedback is informational.	All operationally significant errors and deviations debriefed and Feedback promotes learning and Candidate participation and self-reflection forms a primary component of debriefing.	
b	Interpretation of evidence (In-flight evaluation)	Pass allowed despite <ul style="list-style-type: none"> <li>serious operational error or</li> <li>compromised safety or</li> <li>lapse in situational awareness or</li> <li>excessive flight parameter deviation or</li> <li>limited technical or aircraft handling proficiency or</li> <li>inadequate depth of technical knowledge or</li> <li>poor in-flight risk management or</li> <li>hesitant or unpolished performance.</li> </ul>		If candidate(s) pass(es), this is allowed on the basis of: <ul style="list-style-type: none"> <li>no critical deviation and</li> <li>compliance with minimum prescribed requirements and</li> <li>an accomplished, polished performance and</li> <li>an unambiguous indication of competence of candidate(s)</li> </ul>	
Observations					

<b>Total score</b>	72
<b>Percentage achieved</b>	%

Signature of DFE		Signature of AO	
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<b>Areas of strength observed during oversight:</b>		
<b>Areas in which improvement is required:</b>		
<b>General comments by AO, if any:</b>		
<b>Comments by DFE:</b>		
I confirm that I have been assessed in accordance with published criteria. I have been debriefed on all significant observed performance deficiencies.		
<b>SIGNATURE OF DFE</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>

<b>Oversight satisfactory</b>					<b>Oversight unsatisfactory</b> (Mark deficient section(s) below with an "X")				
Introduction		Ground evaluation		Pre-flight briefing		In-flight evaluation		Debriefing	
<b>SIGNATURE OF AO</b>				<b>NAME IN BLOCK LETTERS</b>				<b>DATE</b>	

MODERATION INTERVIEW IN CASE OF AN UNSATISFACTORY OVERSIGHT			
Date of interview		Place of interview	
Name of the AO leading the interview		Name of supporting AO	

<b>Notes by AOs:</b>

<b>Recommendation(s) by AOs:</b>

Content of interview, recommendation(s), and remedial guidance accepted.	Yes		No	
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<b>Comments by DFE:</b>

<b>SIGNATURE OF DFE</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>

<b>Moderation interview successful:</b>	Yes		No	
<b>Oversight accepted:*</b>	Yes		No	

<b>SIGNATURE OF AO</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>SIGNATURE OF SUPPORTING AO</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>

*\*Only applicable in a case where either section 1 or 3 was deficient*