

ENGINEER DESIGNATED EXAMINER OVERSIGHT REPORT

A. Details of EDE											
Surname							First name				
ATO license no.							Phone number				
ATO							E-mail address				
Date of oversight											
EDE is current on	NAMB	TETA	AMEL	INSTR	EDE			AMEL	EDEL	NAMB	
Valid until date											
B. Skill Test											
1. Type of check				DEMO TEST		SKILL TEST					
2. Duration of check (2DAYS)											
3. Aspects evaluation	Description						Yes	No	N/A		
3.1 Introduction	a)	Has the relevant Examiners been Designated by the DCA (CAR 66.01.11)									
	b)	Does the organisation have the Designated procedure in their TPM									
	c)	Does the ATO has all appropriate equipment to fulfil all the Aspects as required by the Skills									
	d)	Did the Designated Examiner sign the Code of Conduct as required by the SACAA (Refer to TGM)									
	e)	Has the Designated examiner attended at least a Workshop, Webinar or Workshop within 12 months of their designation?									
	f)	Has the Designated Examiner conducted any skills test in the last 12 months of designation? Does the ATO have the records of the latest skills test performed under the supervision of the Designated Examiner?									
	g)	Does the ATO have the records of the latest skills test performed under the supervision of the Designated Examiner such as the copy of skills test form, proof of pre-assessment briefing and debriefing.									
	h)	Does the skills test(s) undertaken by the student under the EDE meets the SACAA standards									
3.2 Practical evaluation	a)	Has the EDE conducted a thorough pre-briefing?									
	b)	Has the EDE checked that the ATO license and ratings are valid and the training records etc. are up to date prior to commencing with the assessment?									
	c)	Has the EDE reviewed the SACAA checklist form?									
	d)	Availability of applicable reference documents?									
	e)	Was preparation and structure adequate?									
	f)	Was time management evident?									
	g)	Was the Level of standards expected evident?									
	h)	Was the ability to identify deviations from standards evident?									
	i)	Was the adherence to check list acceptable?									
	j)	Completeness, quality and understanding of report?									
3.3 De briefing	a)	Was a debriefing conducted as part of the assessment?									

	b) Were any remedial actions recommended?			
	c) Was the completeness and grading acceptable?			
	d) Does the skills test(s) undertaken by the student under the EDE meets the SACAA standards			
4. DEMO TEST NOTE: APPLICABLE ONLY WHEN THE EDE DIDN'T CONDUCT A SKILL TEST IN THE LAST 12 MONTHS	a) Has the relevant Examiners being Designated by the DCA (CAR 66.01.11)			
	b) Does the organisation have the Designated procedure in their TPM			
	c) Dose the ATO has all appropriate equipment to fulfil all the Aspects as required by the Skills test form			
	d) Did the Designated Examiner sign the Code of Conduct as required by the SACAA (Refer to TGM)			
	e) Has the Designated examiner attended at least a Workshop, Webinar or Workshop within 12 months of their designation?			
	f) Has the Designated Examiner conducted any skills test in the last 12 months of designation? Does the ATO have the valid reason why the latest skills test was NOT performed.			
	g) Does the ATO have the records of the latest skills test performed under the supervision of the Designated Examiner such as the copy of skills test form, proof of pre- assessment briefing and debriefing.			
5. Comments:	SATISFACTORY	NOT SATISFACTORY		

SIGNATURE OF EDE	NAME N BLOCK LETTERS	DATE
FOR OFFICIAL USE ONLY		
SIGNATURE OF CAA INSPECTOR	NAME N BLOCK LETTERS	DATE
SIGNATURE OF MANAGER: EXAMINATION	NAME N BLOCK LETTERS	DATE
SIGNATURE OF SENIOR MANAGER: PEL	NAME N BLOCK LETTERS	DATE