

## ANNEX A

### CODE OF CONDUCT FOR ENGINEERING DESIGNATED EXAMINERS

#### 1. Introduction

An Engineering Designated Examiner (EDE) is appointed by the Direction of Civil Aviation in terms of relevant provisions of SA-CAR and SA-CATS to carry out high-stakes licensing actions on behalf of the Director. A Designated Examiner is therefore a representative of both the Director of Civil Aviation and the government of the Republic of South Africa. He or she has a statutory obligation to demonstrate a high standard of behaviour and professionalism.

A Designated Examiner is expected to fully understand the content of this Code of Conduct.

#### 2. Purpose of the Code of Conduct

The purpose of this document is to assist the DE to know and understand the minimum standards of conduct and behaviour expected of his or her as a representative of the Director of Civil Aviation.

This document reflects the basic requirements of professionalism, integrity and courtesy needed to ensure a high level of service delivery worthy of the values of SACAA.

#### 3. The role of a Designated Examiner

- a. A DE is appointed to assess pilot performance against SACAA standards, and to:
  - i. evaluates the technician's ability to apply the required knowledge and perform the tasks as required.
  - ii. identify and deal with hazardous (inappropriate) behaviours;
  - iii. promote safety at all time;
  - iv. encourage learning;
  - v. assist training organizations with training standard improvement;
  - vi. maintain efficient line of communication with SACAA.

b. A DE has the obligation to provide a prompt service to any person who wishes to undergo a test or check, provided that such person complies with all regulatory requirements pertaining to such test or check.

c. A DE is expected to honour appointments unless circumstances warrant cancellation or postponement. If a DFE cancels a test or check without rescheduling, the DE should recommend another DE or instruct the candidate to visit the SACAA website which provides the names of another DE or may arrange to conduct the test or check at a mutually acceptable date and time.

d. Every DE should endeavor to understand and adopt the guidelines contained in the Technical Guidance Material for EDEs, as well as the relevant guidelines and instructions in the accompanying document "Technical Guidance Material for the development and revision of examinations and test items" as closely as possible.

#### **4. Professional Etiquette**

A DE should endeavor to maintain a high level of knowledge in his or her areas of expertise as well as in the relevant SA-CAR, SA-CATS and applicable SACAA Aeronautical Information Publications

As representative of the DCA, a DE is also required to be.

a. professional,

b. punctual,

c. suitably dressed,

d. respectful, polite and courteous, yet neither overly familiar nor timid e. strict but fair,

f. unbiased and uncompromised,

g. an advocate for SACAA's Vision and Mission Statements and

h. well familiar with the SACAA website

A DE shall refrain from defaming and deforming the character of SACAA and its staff. Such behavior will be viewed in a serious light

## 5. Acknowledgement

I acknowledge that I have received a copy of the SACAA document 'Technical Guidance Material for Engineering Designated Examiners; and confirm that I am familiar with and understand the content of this document.

I herewith commit to abide by this code of conduct and to represent the Director of Civil Aviation in a professional and uncompromised manner.

I understand that a breach of any part of this Code of Conduct may lead to enforcement action and removal of my appointment as Designated Examiner.

<b>Signature of Designated Examiner</b>	<b>Names in Block Letters</b>	<b>Date</b>