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OPERATION OF AIRCRAFT

RESEARCH AND MEDICAL MATTERS

**PROPOSED GUIDELINES FOR THE APPROVAL OF AVMED ATO ORGANISATIONS
AND THE DESIGNATION OF FLIGHT CREW AVMED EXAMINERS**

☞ Indicates changes

☞ This AIC replaces AIC 24-3 dated 03-09-15.

BACKGROUND: *The Civil Aviation Authority is busy with a process of re-assessing issues related to Aviation Training Organizations and Aviation Medical Examiners. In this process, consultations have been held with the relevant stakeholders involved. After completion of the consultative process proposed amendments of SA-CATS-FCL Part 64 were drafted. These proposed amendments will be submitted to CARCOM for comments and approval in due course.*

1. INITIAL APPROVAL OF AVMED ATO

For an aviation training organization to obtain CAA approval as an AvMed Aviation Training Organization the following will apply:

- 1.1 *The organization concerned shall apply to the Commissioner of Civil Aviation in writing in terms of the regulations Part 141 of the Civil Aviation Regulation(1997) to have its facility approved.*
- 1.2 *The Manual of Procedure incorporating a section with a detailed training manual for cabin crew must be submitted to the Commissioner for evaluation and approval. (Reg141.02.2)*
- 1.3 *The fee together with the relevant documentation, shall be submitted to the Authority.*
- 1.4 *The Authority shall monitor quality and standards of the organization through annual and ad hoc inspections.*

2. RENEWAL AND APPROVALS: AVMED ATO(REGULATION 141.02.13)

- 2.1 *It is the responsibility of an organization concerned to ensure that the annual renewal application is forwarded to the CAA 60 days prior to the expiry date.*
- 2.2 *During adhoc and annual inspections, 12 months training summary will be evaluated.*
- 2.3 *The organization must have submitted amendments to the Manual of Procedure to the Commissioner.*
- 2.4 *Proof of CAA accreditation together with the relevant annual fee must be submitted to the Authority.*

3. RESPONSIBILITY OF FLIGHT CREW EXAMINERS (AVMED DE'S)

- 3.1 *The AvMed DE's shall ensure that the original or certified copy for each test conducted, should be retained by the ATO for 5 years. These will be assessed during inspections.*
- 3.2 *ATO shall maintain an updated database of all completed training.*
- 3.3 *The AvMed DE's shall ensure that they have access to current Civil Aviation Regulations, Technical Standards, AIC's and any other relevant documentation.*
- 3.4 *Conduct a skill or proficiency test under the supervision of a CAA AvMed inspector if required.*

- 3.5 *Charge no more than the maximum fees specified in Part 187 of the Regulation.*
- 3.6 *Sign all forms clearly indicating his or her license number and the date of the test.*
- 3.7 *Sign the appropriate sections of the applicant's license where and when required indicating the date and nature of the test.*
- 3.8 *Complete skills test document for initial licensing purposes*
- 3.9 *Examiners are responsible for moderating training given to the Flight crew members, they are authorized to provide and sign off training.*

4. QUALIFICATIONS AND DESIGNATION OF FLIGHT CREW AVMED EXAMINERS (AVMED DE'S)

For an examiner to obtain approval by the CAA the following will apply:

- 4.1 *The examiner must have a minimum qualification as an Advanced Life Support (ALS) practitioner (paramedic) and be registered with the HPCSA. Professional nurses registered with SANC and medical doctors registered with HPCSA also qualify for designation.*
- 4.2 *The applicant must submit certified copies of qualifications, a CV and documented proof of complying with the following:*
 - 4.2.1 *Experience in the aviation environment;*
 - 4.2.2 *SAQA approved facilitator course;*
 - 4.3.3 *Aviation Health Care Provider Course;*
 - 4.2.4 *AHA BLS Instructor*
 - 4.2.5 *Cabin safety orientation;*
 - 4.2.6 *SAQA approved moderator course and*
 - 4.2.7 *Proof of current professional registration.*
- 4.3 *All examiners are expected to be affiliated with an ATO and submit proof thereof.*
- 4.4 *The procedure for initial designation which is valid for a year, shall be as follows:*
 - 4.4.1 *Applicants must submit application forms to the CAA Aviation Medicine division for consideration*
 - 4.4.2 *The applicant must meet the stipulated requirements (regulation 141.02.7)*
 - 4.4.3 *The relevant fee must be paid to the Authority*
- 4.5 *It is the responsibility of the applicant to ensure that the renewal application for designation is submitted annually 60 days prior to the expiry date.*
- 4.6 *On applying for renewal, the applicant must submit the following:*
 - 4.6.1 *Application forms to the Aviation Medicine Division*
 - 4.6.2 *Previous year training summary*
 - 4.6.3 *The relevant fee should accompany the application form*
 - 4.6.4 *The application will require a signature from ATO as proof of employment or affiliation*

5. PROCEDURES TO BE FOLLOWED BY FLIGHT CREW AVMED DESIGNATED EXAMINERS

- 5.1 *Training must be provided in accordance with the requirements as stipulated in CAR's Part 64 and SA-CATS-FCL 64.*
- 5.2 *Practical skills tests must be conducted as stipulated in the above documents.*
- 5.3 *Applicants must be evaluated in an objective manner, based on consistent Standards.*
- 5.4 *Evaluation tests have to be moderated by a Designated Examiner. Instructors may not issue a certificate to the applicant, but the Designated Examiner may.*
- 5.5 *Should there be alleged discrepancies in the training provided by the Designated Examiner and/or the evaluation of an instructor, the CAA reserves the right to appoint an external moderator to investigate the allegations.*
- 5.6 *Designated examiners must ensure that training of cabin crew is transferable from one company to the other.*
 - 5.6.1 *Designated examiners must ensure that freelance cabin crew are subjected to the same training requirements.*
 - 5.6.2 *Initial and recurrent training to be documented in crew members license.*

6. WITHDRAWAL OF DESIGNATION

THE COMMISSIONER MAY WITHDRAW A DESIGNATION IF:

- 6. 1.1 *If it becomes evident that the designated examiner does not comply with the provisions of the technical standards*
- 6. 1.2 *The withdrawal is necessary in the interest of aviation safety.*

COMMISSIONER FOR CIVIL AVIATION