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**Valued Customers
Chairpersons of Industry Structures
Members of the Industry**

Adjustment of Office Hours of the South African Civil Aviation Authority

One of the strategic goals of the SACAA is to provide a superior service to all our clients. In order to achieve this goal we have to ensure that our staff is well informed and trained to be able to provide a seamless service to you, our customer.

It is with this in mind that the SACAA decided to effect minor changes to our office hours. Please note that with effect from **1 February 2011** our offices in **Midrand and Cape Town** will open at **9 am every Monday** to allow our staff to participate in team meetings for information-sharing purposes as well as in-house training, where necessary. Office hours for the rest of the week remain.

This notice applies to all areas of business with the exception of the **Examination Section** whose normal business hours will apply. The **first examination** will start at **9 am** as per the normal schedule until further notice.

This notice replaces all other past notices issued with regards to the SACAA office hours.

We apologise for any inconvenience that this may cause to you, our valued customer.

Zakhele Thwala
Director of Civil Aviation (Acting)
South African Civil Aviation Authority