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		AIC Series A 05/21 30 June 2021
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PROVISION AND ADMINISTRATION OF THEORETICAL KNOWLEDGE EXAMINATION

Effective date: 30 June 2021

Validity Period: PERM

1. BACKGROUND

On the 9th March 2020 the NCAA issued an AIC A04/20, informing the aviation industry that it was now administering Theoretical Knowledge Examinations in Namibia on a full-time basis before the State of Emergency was declared due to the Covid-19 outbreak.

2. REASON FOR ISSUE/PURPOSE

This Notice is intended to inform the Namibian aviation sector and the general public that the NCAA is administering Theoretical Knowledge Examinations at the NCAA Test Centre under the following conditions since 6th May 2020

3. APPLICABILITY

- a. Examination sitting will be scheduled in Windhoek at the NCAA Head Offices weekly from 6th May 2020, only every Tuesday, Wednesday and Thursday.
- b. There will be two examination sessions per examination day (Morning session commencing 08h45 and an Afternoon Session Commencing 13h45)
- c. The applicable fees will be as follows.

No	Type of Examination	Fees
1.	CPL	N\$ 950.00
2.	ATPL	N\$ 1100.00
3.	Flight Instructor	N\$ 1150.00
4.	AME	N\$ 950.00
5.	Cabin Crew	N\$ 950.00

- d. A full examination fee must be paid into the NCAA account by the time of booking and proof thereof submitted with the examination application form to the NCAA.

- i. Your Licence number/PPL Exam, CPL Exam, ATPL Exam or Inst Exam must be put as reference when making the payment. (e.g. PA0007/CPL Exam for a person holding a PPL licence wishing to write a CPL subject).
- e. Bookings must be made by **13h00 every Friday** preceding the Examination week. The NCAA will continue to accept result of Theoretical Examinations administered by the SACAA until further notice.

For reference and training material candidates for FCL, CPL and ATPL may use material from AIRCADEMY:
<https://apps.apple.com/de/app/aircademy/id881398074>

- f. For further information contact the Namibian Civil Aviation Authority, Personnel Licensing Department

4. FURTHER RULES TO BE FOLLOWED FOR EXAMINATIONS:

- a. Candidates will be required to undergo mandatory temperature screening when accessing the ATO building and facilities. Normal Body Temperature (acceptable) is 36.5°C to 37.5°C; Fever >37.5°C to 38.3 °C; Hyperpyrexia >40 °C.

Candidates with temperature levels exceeding the acceptable limits will not be allowed to enter the building. Readings taken shortly after high bodily activity or high ambient temperatures and exceeding the acceptable limits, candidates will be allowed a 'cool down' period and retake the readings, if it still remains unchanged then it will be recorded in the register by the security officers and candidates will thereafter be required to see a doctor for a medical assessment on COVID-19.

- b. All Candidates should continue to observe Social Distancing protocols of at least 1.5 meters between persons, to minimize the potential of spread of the disease. All candidates should provide their own facemasks (as defined in the Regulations) which they shall wear when inside the NCAA offices including the examination room.
- c. All exam applications should be sent via email to licence-sos.pel@ncaa.com.na and copied to mutyavavirie@ncaa.com.na and mokwaipet@ncaa.com.na. Application forms can be obtained on the NCAA website under the New PEL Forms section <http://www.ncaa.com.na/div/so/pel/sos-pel-forms.html>

For further information contact Tel +264 83 235 2492