



**STAFF CALCULATION FORM**

Subdivision:

Period (e.g 2014-2016):

*NOTE: Please refer to Chapter 13, Voume 2 of the Inspector Handbook for detailed instructions*

**1.Determination of Staffing needs**

**1.1 Calculation of time per Task (Steps 1 to 8 as described in Chapter 13, Voume 2)**

**Task 1: Certify an Approved Aviation Training Organisations in terms of Part 141 (Example)**

No	Step of task	Hrs spent
1	Initial contact with prospective applicant	
2	Provide –pre-application information.	
3	Receive and review pre-application.	
4	Provide feedback to applicant.	
5	Provide guidance on formal application.	
6	Receive and review formal application with all supporting documents. Ensure that corrective measures have been taken.	
7	Provide feedback to applicant and guidance on document review.	
8	Final review of formal application for acceptance and provide feedback to applicant.	
9	Review documents.	
10	Provide feedback to applicant on documents.	
11	Receive and review updates to documents – in comparison with requests for correction.	
12	Stamp and sign documents – approval.	
13	Provide feedback to applicant and guidance on site inspection.	
14	Prepare for site inspection/s.	
15	Carry out site inspection/s and generate findings and observations.	
16	Review corrective action plans and approve/ reject them. Provide feedback to the applicant.	
17	Prepare inspection report and decide on issuance of certificate or not.	
18	Issue certificate, operations specifications and provide feedback to applicant.	
19	List new certificate holder into master surveillance plan.	
<b>Total time spent (hours)</b>		<hr/>
<b>Total time spent (mandays)</b>		<hr/>

**Task 2: Carry out surveillance inspection for Approved Aviation Training Organisations in terms of Part 141 (Example)**

No	Step of task	Hrs spent
1	Advise ATO of planned inspection and provide inspection details (scope etc), where applicable.	
2	Review documents, manuals, previous audit reports, change in scope and any other documents in preparation.	
3	Prepare for site inspection/s.	
4	Carry out site inspection/s and generate findings and observations.	
5	Review corrective action plans and approve/ reject them. Provide feedback to the applicant.	
6	Prepare inspection report and decide on renewal or extension or expansion of certificate or not.	
7	Issue certificate, operations specifications and provide feedback to applicant.	
8	Capture details on records.	
9	Follow up on closure of findings.	

**Total time spent (hours)** \_\_\_\_\_  
**Total time spent (mandays)** \_\_\_\_\_

**Task 3:**

No.	Step of task	Hrs spent

**Total time spent (hours)** 0.0  
**Total time spent (mandays)** 0.0

**Task 4:**

No.	Step of task	Hrs spent

**Total time spent (hours)** 0.0  
**Total time spent (mandays)** 0.0

(Add as many tasks as required)

1.2 Specialty Areas (step 9 as explained in Chapter 13 of Volume 2, DCA Inspector handbook)

no	Task	Days per task (1)	Volume of task (2)	Days required(3)	Staff required (4)	Total mandays required(5)	Speciality/Expertise areas (6)				
							Pilot	Cabin Crew	ATC	AME	Medical
1	Certify an Approved Aviation Training Organisations in terms of Part 141 - Flight crew										
	Certify an Approved Aviation Training Organisations in terms of Part 141 - Cabin crew										
	Certify an Approved Aviation Training Organisations in terms of Part 141 - ATCs										
	Certify an Approved Aviation Training Organisations in terms of Part 141 - AMEs										
2	Carry out surveillance inspection for ATO in terms of Part 141 - Flight Crew										
	Carry out surveillance inspection for ATO in terms of Part 141 - Cabin crew										
	Carry out surveillance inspection for ATO in terms of Part 141 - ATCs										
	Carry out surveillance inspection for ATO in terms of Part 141 - AMEs										
3											
4											

Total number of days to carry out tasks annually (7)

Total number of days available (see 3.4, Chapter 13, volume 1) (8)

Number of staff required to carry out tasks annually (9)

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- Notes for Table 1.2: (1) as obtained from 1.2 for each task  
 (2) Number of personnel/entity concerned by the task  
 (3) (1) x (2)  
 (4) Staff required to carry out the task  
 (5) (3) x (4)  
 (6) Add as many specialties as required  
 (7) Sum of all items of Column (5) for all tasks  
 (8) Total number of days available annually in line with DCA Human Resources policy  
 (9) 7/9

<b>COMPLETED BY:</b>	<b>CLEARED BY:</b>
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**DATE:**

**RECOMMENDATION BY THE DEPUTY DIRECTOR**

<b>SUPPORT</b>	<b>DO NOT SUPPORT</b>
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**DATE:**