



Telephone number:	+264 83 235 2485	Fax Number	+264 TBA
Physical address:	No.4 Rudolph Hertzog Street, Windhoek, NAMIBIA		
Postal address:	Private Bag X12003, Aussspanplatz, Windhoek, NAMIBIA	E-mail	licensing@ncaa.na

**Appendix 4
AIR TRAFFIC SERVICES DESIGNATED EXAMINER OVERSIGHT EVALUATION**

Part 1

1	Name		2	Date		3	Shift	<input type="checkbox"/> AM	<input type="checkbox"/> PM
4	Hours	Total	5	Theoretical Examination Result	%			DD / MM / YYYY	<input type="checkbox"/> DAY
6	Unit	FY	7	Position	DESIGNATED EXAMINER		8	Combined	
9	Purpose	<input type="checkbox"/> Annual Proficiency		<input type="checkbox"/> Initial Designation		<input type="checkbox"/> Remedial Assessment			
10	Complexity			11	Traffic Count		12	Weather	
	<input type="checkbox"/> Not Difficult <input type="checkbox"/> Occasionally Difficult <input type="checkbox"/> Mostly Difficult <input type="checkbox"/> Very Difficult				<input type="checkbox"/> 5> per hour <input type="checkbox"/> 6 - 15 per hour <input type="checkbox"/> 16-25 per hour <input type="checkbox"/> 26< per hour			<input type="checkbox"/> VMC <input type="checkbox"/> IMC <input type="checkbox"/> LVO <input type="checkbox"/> Other _____	

Part 2

Task		Subtask		Observed	Not Observed	Comment	Satisfactory	Needs Improvement	Unsatisfactory
1	Examiner Preparation	1.1	The DE has familiarized himself/herself with all procedures, new procedures and new equipment.						
		1.2	The DE has ensured that he is appropriately qualified and designated for the assessment						
		1.3	The DE's administration is up to date.						
		1.4	If the check is conducted as a panel assessment, is the panel constituted appropriately?						
2	Admission to the Assessment	2.1	The candidate is met in an appropriate space before the check						
		2.2	The candidate's records are confirmed (Licence validity, Medical, training, OJT, Training file, Remedial training completed)						
		2.3	The candidate is briefed on the performance criteria						
		2.4	Roles and responsibilities are clearly defined for all person involved/participating in the assessment						
		2.5	All Paperwork is completed at the end of the assessment.						
3	Written Examination	3.1	A written examination is issued to the candidate in good time.						
		3.2	The written examination is comprehensive and covered all the aspects of the test being conducted						
		3.3	New procedures, charts and equipment are covered.						
			The question is well drafted, clear and test the candidate's knowledge						
4	Oral Questioning	4.1	Oral questions are used						
		3.2	Oral questions are worded correctly, relevant, valid and not ambiguous.						
		3.3	Question centered around one idea						
		3.4	Questions get the candidate thinking						
		3.5	The oral questions are comprehensive and covered all the aspects of the test being conducted						
		3.6	New procedures, charts and equipment are covered.						
		3.7	The DE does not lead the candidate to the correct answer.						



Part 3

1	Recommendation by Assessor	<input type="checkbox"/> Competent	<input type="checkbox"/> Continuation of Monitoring	
		<input type="checkbox"/> Remedial training required	<input type="checkbox"/> Discontinue	
		<i>Remarks:</i>		

Assessor Name		ASI No		
Assessor Signature			DD/MM/YYYY Date	
2	Candidate Examiner Comments	<i>Remarks:</i> This report has been discussed with me.		

Candidate Name		ATS License no	ATS	
Candidate Signature			DD/MM/YYYY Date	