

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

ATO TEST CENTRE CHECKLIST

Name of ATO:		ATO Number:	
Accountable Manager Name:		Telephone number:	
E-mail address:		Cell number:	
Inspector Name		Inspection date:	

Test Centre Approval that ATO applied for	√ or X	Comments
Private Pilot Licence		
Type Ratings		
Cabin Crew Licence		
Air Traffic Services Licence		
ATS Ratings/authorisations		

AUDIT

C – Compliant, A – Acceptable, NC – Not Compliant, U – Unacceptable, N/a – Not applicable

No	Item	N/a	C/A	NC/U	Finding number
Personnel requirements (CAT141.02.6: 1.5)					
1.	Examiners/ instructors have been appointed for test/examination development.				
2.	Invigilators have been appointed for test/examination invigilation and administration.				
3.	Personnel used for invigilation are familiar with the rules pertaining to examinations				
4.	Invigilators follow examination rules.				
5.	Invigilators are familiar with rules for suspension or revocation of testing privileges.				
6.	Personnel used for examinations/test are 21 years of age, and citizens or residents of Namibia.				
7.	Testing personnel is knowledgeable, and received initial training in the requirements for tests/examinations,				
8.	Test personnel have received refresher training as defined by the ATO.				
9.	Test are reviewed and approved by the Chief Flight Instructor or the Head of Training before use.				

Comments on Findings

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No	Item	N/a	C/A	NC/U	Finding number
Test Facilities & Equipment (CAT141.02.6: 1.5)					
10.	Testing Area is large enough to accommodate the maximum number of students per sitting.				
11.	Desks are suitable, min 3 feet long, wide enough & more than 5 feet apart (if not partitioned.)				
12.	Chairs are comfortable and/or suitable.				
13.	Examination venue has adequate lighting.				
14.	If applicable, the computer screens are free of glare.				
15.	Centre has proper temperatures and ventilation control				
16.	Centre is free of excessive acoustics and noise distractions or disturbances.				
17.	Non test activities are not conducted simultaneously with testing.				
18.	Examination & test material are secure.				
19.	Access to examination and test material are controlled.				

Comments on Findings

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No	Item	N/a	C/A	NC/U	Finding number
Reference & test material (CAT141.02.6: 1.5)					
20.	Test Centre Certificate is displayed in a prominent place.				
21.	Test centre records are retained for 5 years.				
22.	Supplementary manuals or reference books are checked BEFORE tests/examinations for markings or missing pages				
23.	Supplementary manuals or reference books are checked AFTER tests/examinations for markings or missing pages				
24.	Outdated, or damaged manuals or books shall be discarded (shredded)				
Comments on Findings					
Test/Examination Procedures (CAT 141.02.2: 4 (10 &) (CAT141.02.6: 1.5))					
No	Item	N/a	C/A	NC/U	Finding number
25.	Only authorised staff performed tests and checks				
26.	Persons appointed meets selection and qualification requirements				
27.	Procedures for checks and tests and examinations are implemented in practice				
28.	Check, test and examination records are complete				
29.	Identify of candidates are verified and recorded in the attendance register before commencement of the test/examination.				
30.	The attendance register is co-initialled by the invigilator.				
31.	Candidates do not leave the room without invigilator supervision during the course of the test.				
32.	Candidates are supplied with a controlled number of rough work paper for the test/examination and do not use their own.				
33.	Invigilators inspect each candidate's aids and ensure that they do not use any means to cheat.				
34.	A suitable sign is displayed in a prominent place to indicate that testing is in process.				
35.	All handouts and rough work paper is handed in.				
36.	All printed or recorded test material is destroyed or removed from the candidate's personal aids such as calculators.				
Comments on Findings					
No	Item	N/a	C/A	NC/U	Finding number
Surveillance & Security (CAT141.02.6: 1.5)					
37.	Test venues have sufficient space between desks for constant walk through by invigilators.				
38.	Test venues are fitted with CCTV cameras for monitoring of students.				
39.	Access to the test/examination venue by any unauthorised personnel is prohibited.				
40.	Personnel are familiar with emergency and safety procedures.				
41.	Test/examination preparation is only carried out by appointed examiners.				
42.	Restroom breaks are taken under the supervision of an examiner.				
43.	If CCTV monitoring is used, a sign is displayed in a prominent place informing candidates of this.				
44.	Misconduct by candidates is managed by the invigilator, informing the candidate that the test/examination session is discontinued immediately.				
45.	Evidence of misconduct is retained and the test/examination is nullified.				
46.	In case of cheating, the candidate was barred from examinations.				
47.	Questions regarding content of examination papers is recorded in writing				
48.	Invigilators do not answer any questions regarding the content of the test/examination.				

[illegible]