	REPUBLIC OF SOUTH AFRICA CIVIL AVIATION AUTHORITY	SACAA Private Bag X 73 Halfway House 1685
Tel: (011) 545-1323 E-Mail: niemandj@caa.co.za	GENERAL NOTICE # PEL-2020/004 Revision 1	DATED: 2 June 2020

COVID-19
RESUMPTION OF TRAINING

1. Applicability

- 1.1. This notice is applicable to all Aviation Training Organisations (ATO) approved in terms of the Civil Aviation Regulations, 2011 (As amended).
- 1.2. This notice must be read in conjunction with the GENERAL NOTICE # PEL-2020/003 Revision 2 dated 7 May 2020 and GENERAL NOTICE # PEL-2020/003 Revision 3 dated 30 May 2020.

2. Purpose of this General Notice

- 2.1 This General Notice serves to address additional requirements contained in GENERAL NOTICE # PEL-2020/003 Revision 3 dated 30 May 2020.


3. Background

- 3.1 ATOs have with effect 1 June 2020 resumed operations under Level 3 of the lockdown regulations. ATOs are to conduct individual risk assessments and put in place measures to prevent the spread of COVID 19 in line with all Regulations and Directions published by the Government for adherence by all businesses
- 3.2 The SACAA has stated that it will not approve these measures but ATOs are expected to put in place appropriate procedure and measures prior to the commencement of operations. These procedures shall be made available for compliance inspection by any government health inspector or SACAA inspector.
- 3.3 ATOs should as a minimum detail the measures contained in this notice as part of their COVID 19 Procedure. A checklist is contained in this notice which may assist ATOs with the development of their procedure.

4. COVID-19 RELATED GUIDELINES CHECKLIST

- 4.1 A COVID 19 Related guidelines checklist follows on the last two pages of this notice. ATOs are required to complete the checklist and mail to PEL.Training@caa.co.za. Please do not send your procedure and do not send to the inspector or manager as this becomes a duplication.
- 4.2 Please follow the example of what should be in the subject line of the email for ease of filing by SACAA staff:

Example: - **WE ALL FLY – CAA 1705 – COVID 19 CHECKLIST**

Issued by the South African Civil Aviation Authority (SACAA)		
	JOHAN NIEMAND	2 June 2020
SENIOR MANAGER: PERSONNEL LICENSING	NAME IN BLOCK LETTERS	DATE

AVIATION TRAINING ORGANISATIONS
COVID-19 RELATED GUIDELINES CHECKLIST

Name of ATO: _____

Trading as: _____

Approval No: _____

1. ATO OPERATIONS		YES	NO	N/A
a)	Does the ATO operation operate more than one crew member?			
b)	Has the ATO operation taken appropriate precautions in line with all Regulations, Directions and these Guidelines?			
c)	Has the ATO compiled written procedures demonstrating measures they are going to put in place to minimise the risk of spreading COVID-19, as provided for in Disaster Management Regulations issued by Minister of Cooperative Governance and Traditional Affairs, Directions issued by Minister of Transport and the Guidelines issued by the Civil Aviation Authority?			
d)	Was the procedures compiled and put into force prior to the start of training operations?			
e)	Are highly used areas of the ATO operation and commonly touched surfaces by crew, students and staff regularly disinfected?			
f)	Have employees working in these areas been provided with the necessary PPE such as hand sanitizers, wet wipes, face masks or other measures as necessary?			
2. MEASURES TO PREVENT THE SPREAD OF COVID-19 FOR ATO AERIAL OPERATIONS		YES	NO	N/A
2.1	Safety measures must be taken regardless of nature of the activity. As enough social distancing is not always possible inside the ATO operated aircraft, due to their size, the following measures should be adhered to, even for single crew operations, with or without students.			
a)	Has each crew member have on his person a with hand sterilizer for use onboard the aircraft?			
b)	Has each crew member/student been issued with a face shield, if there is more than one person on board the aircraft, or a mask if there is only a pilot on board the aircraft? Has each crew member/student on board the aircraft been issued a mask if there is only a pilot on board the aircraft? <i>Note! he requirement for a face shield as in GENERAL NOTICE #PEL-2020/003 Rev 3 is withdrawn</i>			
c)	Have all crew and students gloves to avoid and reduce any potential contamination?			
d)	Have work surfaces, tools, equipment, baggage, aircraft interior and controls, been disinfected prior to and after each flight?			
e)	Are crew, or student and instructor, wearing face shields or masks in line with (b) above? <i>The crew must not face and limit turning towards each other when speaking.</i>			
f)	Is the crew using an intercom system to communicate when flying?			
g)	Is the crew aware that physical contact between persons is not allowed?			
3. MEASURES TO PREVENT SPREAD OF COVID-19 FOR ATO GROUND OPERATIONS		YES	NO	N/A
3.1	Ground Operations must adhere to the following measures:			
a)	Have measures been put in place to ensure that access to areas is restricted to approved essential personnel only?			
b)	Does each area have their own cleaning team and enough equipment to disinfect and hand sanitize?			
c)	Does each office have safety measures and equipment in place?			
d)	Has each employee been issued with a personal bottle of disinfectant, hand sanitizer and a mask or face shield, as necessary?			
e)	Does each area of operation have separate COVID-19 safety related briefings detailing all protocols?			
f)	Has each work area, desk, ablution facility, been disinfected before and after work and has they been cleaned after use, as the case may be?			
g)	Are logs recording such activities kept to not only ensure responsibility, but also accountability and traceability?			

4. PERSONNEL		YES	NO	N/A
a)	Are all persons allowed in the ATO facility being screened and their temperature taken before entering the premises? <i>Any person who have a temperature of over 37.5^oc or is showing any COVID-19 symptoms should not be allowed into the facility but rather should immediately seek medical advice and personnel with underlying medical conditions should be considered for remote work deployment.</i>			
b)	Has the screening personnel been equipped with calibrated non-contact infrared thermometers?			
5. TRAINING OF ATO PERSONNEL ON INFECTION CONTROL MEASURES AND PERSONAL PROTECTIVE EQUIPMENT		YES	NO	N/A
5.1	Have the ATO personnel received training on the following -			
a)	Corona Virus			
b)	Hand hygiene			
c)	Use of PPE			
d)	Respiratory etiquette			
e)	Cleaning of toilets			
f)	Environmental cleaning			
g)	Process to be followed when disposing Medical Waste Material			
h)	Infection prevention control procedures for management and control of suspected cases			
i)	The role of each personnel.			
5.2	Have the ATO Operations ensured that personnel are trained on ways to identify symptoms and signs of suspected cases of COVID-19? Personnel shall use some of the below primary screening methods to identify suspected cases of COVID-19 to ensure early intervention and containment: (a) Visual Screening; (b) Brief History-Taking; and (c) Temperature Measurement.			
5.3	Does personnel sign a declaration to state that they were trained on the Infection Prevention Control Procedure?			
6. MANAGEMENT OF MEDICAL WASTE AND DISPOSAL		YES	NO	N/A
6.1	Has the procedure for disposal of bio-hazardous material for crew and ground staff been clearly communicated to all crew, ground staff and service providers at all stations?			
6.2	Is the management of waste sorting, and the collection of used masks enhanced so that waste could be cleaned in time?			
6.3	Has the cleaning of waste containers such as trash cans been strengthened, and regular disinfection been performed, either by spraying or wiping with 250 to 500mg/L chlorine disinfectant, or through the use of disinfected wipes?			
6.4	When potentially contaminated waste is found, are related local departments promptly contacted in accordance with the medical waste management procedures?			

CIVIL AVIATION TRAINING ORGANISATION RETURN TO WORK COVID-19 QUESTIONNAIRE

Name of ATO: _____

Trading as: _____

Approval No: _____

NOTE:

- All aviation training organisations applying for new or renewal inspections are required to complete the following questionnaire as part of the measures implemented by the Regulator to ensure the safety of its inspectors whilst conducting assessments at the premises of the operators, where necessary.
- Kindly note that if this questionnaire is not completed, the inspectors will not be able to conduct the physical inspection, and this may delay the finalisation of the renewal inspection as well as inspection for purposes of new applications.
- *Kindly indicate your response by putting an 'X' in the boxes provided.*

NO.	COVID-19 MEASURES	YES	NO	N/A	COMMENT
1.	Does the ATO formally comply with the Department of Employment and Labour (DoEL) Directives on returning to work?				
2.	Does the ATO have a Covid-19 Policy?				
3.	Did the ATO conduct a risk assessment for Covid-19 as required by the DoEL?				
4.	How many staff members will return to work during Level 3?				
5.	Is there screening provided to employees, contractors, visitors, etc. before entering the Operator premises?				
6.	Does the ATO provide sanitisers to its employees?				
7.	Will the ATO ensure public surfaces and spaces are sanitized / disinfected regularly, particularly spaces the SACAA inspectors will be using?				
8.	Does the ATO enforce the wearing of masks by its employees?				
9.	Does the ATO keep a record of employees, contractors, etc. at its premises to enable contact tracing in the case of an infection?				

APPROVED BY:

NAME AND SURNAME ACCOUNTABLE OFFICER	SIGNATURE	DATE