



**CL: O-PEL032 Designated Air Traffic Controller Examiner (DATCE)
(Authorization, Renewal/Additional Designation, or Inspection)**

**1.0 CONDUCT A DESIGNATED AIR TRAFFIC CONTROLLER EXAMINER
OBSERVATION**

Give the Designated ATC Examiner notice of your intention to conduct an inspection.

Brief the Designated ATC Examiner not to advise the ATCO (Applicant) of the result of the check until after discussion with you.

Arrive at the facility in time to observe the pre-exercise briefing.

Carry out the Check on a non-interference basis, using the appropriate checklist(s).

Observe the Designated ATC Examiner as he/she briefs and debriefs the person undergoing the check and completes relevant documentation.

Ensure that the Designated ATC Examiner makes a correct assessment of the person undergoing the check.

Ensure that the Designated ATC Examiner demonstrates proficiency in operating the Air traffic Control Systems, including:

- Setting up the system
- Setting to a specified operational position
- Inserting specific operation parameters — for example, Runway, QNH, Maps, etc.

- At the completion of the exercise, observe the Designated ATC Examiner as he/she discusses the results of the check with the ATCO (applicant)



SIERRA LEONE CIVIL AVIATION AUTHORITY

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Record ID:	Inspector Name:	Type of Operation	Activity Number – Checklist
Date Accomplished:	# Issues:	Applicant:	
Applicant/Lic #:		DATCE #:	
Type of Check:		Check as appropriate: APPROVED: <input type="checkbox"/> NOT APPROVED: <input type="checkbox"/>	

Instructions for Use:

1. Check 'S' column if you reviewed the record, procedure or event and it is 'satisfactory'.
2. Check 'U' column if you reviewed the record, procedure or event and it is 'Unsatisfactory'.
3. Check NS (not seen) column if you did not review the record, procedure or event or you do not have adequate information to make a valid comment.
4. Check NA (not applicable) column, if the line item is not required in this particular situation.
5. Enter any notes on reverse side regarding a 'U' answer for transfer to the Safety Issues Resolution Report.
6. For later reference, precede any notes with the appropriate question number.

S/N	GENERAL REQUIREMENTS SLCAR				
A	SLCAA FILES	S	U	N/S	N/A
1.	The Organization's nomination of the designee is in the file				
2.	Updated copy of the Designee's resume is in the file				
3.	Copy of the last designation is in the file				
B	ELIGIBILITY SLCAR	S	U	N/S	N/A
5.	Verify validity of the examiner/ATC applicants licenses/ratings				
6.	The Designee meets the minimum experience requirements				
7.	The Designee has completed all required training				
8.	The Designee is current and qualified for the Rating				
9.	The Designated ATC examiner candidate has a thorough knowledge of				
10.	Privileges/ limitations of the authorization and check standards				
11.	The Designee has attended an annual SLCAA briefing/ Examiner Seminar				
12.	Observe the Designated ATC examiner as he briefs the person undergoing the check and complete relevant documentation while occupying a control seat relevant to the check				
13.	The person being checked by the Designated ATC examiner candidate understand clearly what is required during the check				
14.	Ensure that the Designated ATC examiner candidate makes a correct assessment of the person undergoing the check				
C	SEPARATION	S	U	N/S	N/A
15.	Air Miss				
16.	Infringements				

D	ACCEPTABLE CONDUCT OF CHECK SESSION (Oral)	S	U	N/S	N/A
17.	Take Over Briefing				
18.	Hand Over Briefing				
E	EQUIPMENT KNOWLEDGE EXAMINATION (Oral)	S	U	N/S	N/A
19.	Examination of Equipment limitations knowledge				
20.	Examination of Equipment systems knowledge				
F	DEBRIEFING AND EVALUATION OF ATCO APPLICANT	S	U	N/S	N/A
21.	Debriefing covered all significant items				
22.	Accurate assessment of performance of ATCO applicant				
G	COMPLETION OF REQUIRED DOCUMENTATION	S	U	N/S	N/A
23.	Appropriate company documentation completed				
24.	Appropriate check form completed for insertion in ATCO's personnel				

REMARKS & OBSERVATIONS

INSPECTOR SIGNATURE

Additional comments attached 

