


**APPENDIX E: NPL TEST CENTRE CHECK LIST (PART 62, 68 & 69)**

<b>DATE OF INSPECTION</b>		<b>ATO NUMBER</b>	RAA/
<b>INSPECTION AT</b>			
<b>SACAA INSPECTOR</b>			

<b>TEST CENTRE ACCREDITATION APPLIED FOR (NPL)</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
1. LSA & CCM				
2. WCM				
3. GYR				
4. Glider				
5. Touring Motor Glider				
6. Power Assisted Glider, Self Launch and Sustainer Glider				
7. Para gliding: PG, PPG, PPC, Power Para Trike				
8. Hang Gliding, HG, PHG				
9. Instructor Examinations				
10. AP Exams				

**INFRASTRUCTURE**

Is the proposed location and size of the test area acceptable?				
Are the desks and chairs suitable,				
Is there adequate lighting				
Does the centre have proper temperatures and ventilation				
Are the acoustics of the classrooms acceptable, and free of excessive noise, distractions or disturbances?				
Are non-test activities conducted in the same area during testing?				

**SACAA APPROVED EXAM FACILITY: ATO PERSONNEL REQUIREMENTS AND RESPONSIBILITIES**

Are all invigilators familiar with the SACAA confidentiality agreement?				
Are personnel familiar with the suspension or revocation of testing				

privileges?				
Is a list of TCS and invigilators available and on file, on the confidential agreement or TPM?				

<b>TEST CENTRE PERSONNEL TRAINING</b>				
Are all testing personnel knowledgeable in the areas regarding requirements of the test centre personnel?				

<b>SURVEILLANCE AND SECURITY MEASURES</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
Are invigilators able to view students during the SACAA test				
Is the PC kept in an area where access by unauthorised personnel is strictly prohibited?				
Are personnel familiar with test preparation monitoring?				
Are the personnel familiar with the policy regards applicants taking a restroom break during the test?				
Are personnel familiar with the procedure to handle applicant misconduct?				

<b>TESTING PROCEDURES – BEFORE TEST</b>				
Is the identity of the applicant correctly verified and recorded in the attendance register, as appears on the screen before exam?				
Is the attendance log initialled by the invigilator and correctly maintained?				
Is the applicant informed that if he/she leaves the room without invigilator supervision the test will be nullified?				
Does the invigilator ensure that the correct test is available?				
Is a suitable sign displayed to indicate that testing is in process				

<b>TESTING PROCEDURES – AFTER TEST</b>				
Is the sign out captured for every applicant on the log?				

<b>SIGNATURE OF INSPECTOR</b>	<b>NAME OF INSPECTOR</b>	<b>DATE</b>