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## DEPARTMENT OF EMPLOYMENT AND LABOUR

NO. R. 1138

23 OCTOBER 2020

## PUBLIC COMMENT

INCORPORATION OF HEALTH AND SAFETY STANDARD IN TERMS OF SECTION 44(1) OF OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993  
DRIVEN MACHINERY REGULATIONS 18(11)

I Tibor Szana, appointed as Chief Inspector in terms of section 27(1) of the Occupational Health and Safety Act, Act 85 of 1993, acting in terms of the powers vested in me by regulation 18(11) of the Driven Machinery Regulation, after consultation with the Advisory Council for Occupational Health And Safety hereby intends to publish the National Code of Practice for the Training Providers of Lifting Machine Operators for public comments for a period of 60 days.

Interested parties may submit written comments to Director General, Department of Employment and Labour, Private Bag x 215, Pretoria, 0001. For the Attention of Chief Inspector



T Szana  
Chief Inspector

18/9/2020

# **NATIONAL CODE OF PRACTICE**

**FOR THE  
TRAINING PROVIDERS OF LIFTING MACHINE OPERATORS**



## FOREWORD

This Code of Practice is to provide clarity and direction to all stakeholders directly or indirectly related to the accreditation and provision of training to lifting machine/equipment operators in South Africa.

This document incorporates the experience acquired by the Department of Employment and Labour, the relevant stakeholders of the industry since 1992.

This Code of Practice provides direction regarding the foundation for training of all lifting machine/equipment operators with the objective of ensuring standardised training, and safety standards that will impact directly on reducing the risk of injury/death to employees/persons or damage to plant and equipment, inherent in all driven machinery operations and especially when loads are lifted or transported.

Your provincial office of the Department of Employment and Labour is available to assist in clarifying any difficulties in understanding the application of the legislation or if there are any queries regarding the accreditation contact TETA ETQA.

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## 1. SCOPE

This Code of Practice is to provide clarity and direction to all stakeholders directly or indirectly related to the accreditation and provision of training to lifting machine/equipment operators in South Africa.

The code of practice is set in line with the relevant accreditation criteria and guidelines of the QCTO

The Code of Practice requires that all lifting machine/equipment Operators of lifting machines listed in this code are trained regardless of the capacity of the lifting machine / equipment by accredited training providers.

Further, the code of practice covers the criteria and guidelines for lifting machine/ equipment operators, assessors, moderators and skills training providers.

Where other Occupational Health and Safety legislation is applicable these must be applied.

The Authorised Body shall be consulted by SAQA prior to approval and registration of unit standards, components of learning / skills programmes, part-qualifications or qualifications for operators of lifting machines/equipment.

## **2. DEFINITIONS**

For purposes of The Code of Practice the following definitions shall apply: -

### **Accredited training provider**

Means a body recognised and approved by the chief inspector which delivers unit standards, components of learning / skills programmes, part-qualifications or qualifications as defined and reports the achievements thereof to the Authorised Body.

### **Assessment**

Means the process of collecting evidence of learner's work to measure and make judgements about the achievements or non-achievements of specified National Qualifications framework standards.

### **Audit**

Means the process undertaken to measure the quality of products or services that have already been made or delivered;

### **Authorised Body**

Means a body mandated in terms of the National Qualifications Framework Act as amended, responsible for monitoring and auditing achievements in terms of national standards or qualifications, and to which specific functions relating to the monitoring and auditing of national standards or qualifications have been assigned and is authorised by the Chief Inspector in terms of the Driven Machinery Regulation 18(11).

### **Board**

Means an executive structure of an Authorised Body.

### **Licenced Operator**

A holder of a valid license / carry card to operate.

### **Certificate of Competence**

A certificate issued by an accredited training provider to a person who has demonstrated competence in a specific category of equipment as delineated per Appendix 1 and according to the assessment criteria of the applicable unit standards, components of learning / skills programmes, part-qualifications or qualifications and the criteria of this Code of Practice.

### **Lifting Machine/Equipment Codes**

The lifting machine/equipment codes denote the different types of lifting machine/ equipment that are covered under this Code of Practice primarily lift-trucks (also known as forklift) and cranes. The unique codes for the different machine types are identified in Appendix 1. See Appendix 6 for typical illustrations.

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**Management Representative**

A person employed by the Accredited Training Provider to administer and control the functionality of the accredited training provider in accordance with the provisions of the Code of Practice and in line with authorised body's accreditation criteria.

**Moderator**

Means the person that is registered by the relevant authorised body in accordance with criteria established for this purpose by SAQA that ensures the assessment of the outcomes as described in the National Qualifications Framework Standards and/or qualifications, and this Code of Practice, is fair, valid and reliable.

**Professional Body:**

Means a body of expert practitioners in an occupational field as defined in the National Qualifications Framework Act 67 of 2008.

**Professional Designation**

Means a title or status conferred by a professional body in recognition of a person's expertise and right to practice in occupational field as further defined in the National Qualifications Framework Act 67 of 2008.

**Quality Management System**

Means the combination of documented processes used to ensure that the degree of excellence specified is achieved in line with the quality assurance criteria and other relevant standards

**Assessor**

Means the person who is registered by the Authorised Body in accordance with criteria established for the purpose to measure the achievement of specified National Qualifications Framework Standards or qualifications and the criteria of this Code of Practice.

**Statement of Results**

A statement of Results issued by the Authorised Body to a person who has demonstrated competence in a specific category of equipment according to the assessment criteria of the applicable, unit standards, components of learning / skills programmes, part-qualifications or qualifications.

**Regulations**

Means the Driven Machinery Regulations.

**Non-Credit bearing Skills Programme**

Means a programme that is based on a unit standard or module of a qualification that leads to a skill related to a specific group of equipment and does not earn a credit on the National Qualifications Framework (NQF) towards a qualification. This programme must subscribe to a standard duration



agreed through the authorised body or in the absence of such an agreement a SANS or International standard.

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**Unit Standard**

Means the applicable unit standard for operating lifting machine/equipment registered on the National Qualifications Framework by the South African Qualifications Authority.

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### **3. DUTIES OF AUTHORISED BODIES**

- 3.1. The Quality Assurance Standing Committee shall make recommendations to the Board of the Authorised Body for accreditation ratification.
- 3.2. The authorised body shall maintain the latest information on the accredited training provider's and shall forward such listings on request or at least every three months to the Chief Inspector. The following information fields are to be included; registered name of provider, postal and physical address, contact name, contact numbers, and accredited codes.
- 3.3. The authorised body shall at the last working day of January of each year or as may be requested provide the following returns for the previous calendar year to the Chief Inspector;
  - a. the number of accredited providers;
  - b. the number of learner assessments;
  - c. the number of monitoring and audits of accredited providers and
  - d. the number of certificates of competence issued both new and retrained, per code of lifting machine/equipment.
- 3.4. The authorised body shall conduct periodic audits of accredited training providers to verify compliance to the quality assurance criteria. Provided that audits shall be conducted at intervals not exceeding 12 months or as determined by the Authorised Body to verify compliance to the relevant criteria.
- 3.5. The authorised body is empowered to de-accreditation a training provider after a fair process for non-conformance with the accreditation criteria. The Authorised Body shall forthwith notify the Chief Inspector of any suspension or withdrawal.

### **4. DUTIES OF ACCREDITED TRAINING PROVIDERS**

- 4.1. After accreditation, the accredited training provider shall forward a copy of the letter of accreditation/provisional accreditation letter and a cancelled letterhead of the accredited provider, to the Chief Inspector for approval under the applicable regulation.
- 4.2. Accredited training providers shall hold valid accreditation issued by an authorised body, in terms of the National Qualifications Framework Act, and approval from the Chief Inspector, in terms the Driven Machinery Regulation 18(11) as published under the Occupational Health and Safety Act 1993.
- 4.3. An accredited training provider's management representative shall be responsible for the implementation and maintenance of a Quality Management System (QMS) as per the accreditation criteria and maintenance of accreditation.
- 4.4. The accredited training provider must comply to the authorised body accreditation criteria and guidelines which include but are not limited to the following –
  - a. Approved Quality Management System

- 
- b. Learning Programmes aligned to unit standards, components of learning / skills programmes, part-qualifications or qualifications and submitted and approved by the authorised body.
  - c. Registered Assessors and Moderators in line with subject matter area and criteria.
  - d. The management representative's delegated duties and responsibilities, including the authorisation of all certificates of competence.
  - e. The delegation of functions and scope of responsibilities for registered facilitator/s or assessor/s under the supervision and control of an accredited training provider, to maintain assurance of management's support for independent actions and decisions.
  - f. The accredited training provider shall ensure that all assessments are carried out with integrity. Measures shall be implemented to ensure that the accredited training provider and its staff are free from all pressures; financial or otherwise that could influence their judgement.
  - g. A clearly defined written policy and procedure for the resolution of any conflict that may arise from clients or other parties about the activities of the accredited provider.
  - h. The accredited training provider shall ensure confidentiality of all information obtained in the course of its activities. Proprietary rights shall be protected in accordance with Protection of Personal Information Act, No 4 of 2013.
  - i. The accredited training provider shall conduct internal moderation on all aspects of its scope of accreditation plan and report to the authorised body external moderator to ensure effective competency declaration of learners. A procedure clarifying whom, when, what and how regarding the internal moderation process shall be conducted.
  - j. Submit per electronic data all relevant national learner record database information on a quarterly basis to authorised body.
- 4.5 An accredited training provider shall issue a temporary licence to learners for the purposes of practical assessments/experience. The temporary licence will be valid for a maximum period of 6 months. A learner issued with a temporary licence must operate under direct and constant supervision of a person with a valid licence for the particular type of lifting machine.

NB: All accredited training providers will need to ensure that they have aligned to the approved and updated guidelines from the relevant authorised body.

## 5. FIELD OF ACTIVITY

- 5.1 The field of activity and extent of the services for which the accredited training provider has been accredited and approved shall be detailed in the accreditation document issued by the authorised body and an approval certificate issued by Chief Inspector. An accredited training provider shall not provide training on any lifting machine/equipment code and extent of services other than those for which the provider holds accreditation and approval.



5.2 The unit standards, components of learning / skills programmes, part-qualifications or qualifications must lead to the competent operation of the lifting machine/equipment within the specific code against the registered unit standards, components of learning / skills programmes, part-qualifications or qualifications.

5.3 Where training is provided by an accredited training provider at premises other than those inspected and approved by the authorised body, then full details of the facilities and equipment used shall be recorded in the format of the facilities check sheet as detailed in Appendix 5 must be completed and readily available on request of the authorised body.

## **6. TRAINING SYSTEM DOCUMENTATION**

6.1 The accredited training provider will keep available training system documents as required by the accreditation criteria.

## **7. RECORDS AND RETENTION**

7.1 All learner records shall be maintained by the accredited training provider as required by the NQF Act for a minimum period of five (5) years and the records shall be accessible during this time for inspection by the Authorised Body and Department of Labour.

7.2 The authorised body will similarly retain for five (5) years all its relevant records

## **8. TRAINING COURSE DURATION**

8.1 The accredited training provider shall ensure that every learner is granted relevant theoretical and practical training to enable the learner to attain the prescribed competency level according to the assessment criteria of the applicable component of learning /Skills programme, unit standard, module, part-qualification or qualification. The training course duration and instruction conditions may vary according to previous certification of the learner, as indicated below:

8.2 Learners without prior certification applicable to a specific lifting machine/equipment code

a. The hours of training shall be according to the notional learner hours of the registered unit standards, components of learning / skills programmes, part-qualifications or qualifications with a minimum of 30% theory and 70 % practical.

b. The ratio of learners to facilitator shall not exceed 12:1 for theory training; and

c. The ratio of learners to demonstration/practical training per machine shall also not exceed 4:1 and all operator training must be subject to direct facilitator supervision.

**NOTES:**

- Operators without a valid licence or temporary licence to operate shall not operate the relevant lifting machine/equipment in the working or operating environment.
- Operators of immovable machines (area specific) may be trained/ assessed in the working or operating environment only under the direct and constant supervision of a facilitator/assessor and the work area is safe and safeguarded.
- Should the operator not meet the prescribed unit standard competency further training must be arranged, for the learner to achieve the particular outcome/s.

**8.3 . OPERATORS WITH PREVIOUS LICENSE (RE-LICENSING) -**

- a. Operators previously certified under the Driven Machinery Regulations whose licenses have expired or are due to expire, shall be subject to re-licensing. The re-licensing training shall comprise a minimum of 4 hours theoretical instruction with special focus on safety and a minimum 1-hour practical training.
- b. Practical assessments must be done under a ratio of 1:1 assessor supervision.
- c. The ratio of learners to facilitator shall not exceed 12:1 for theory training; and
- d. Upgrades on codes for learners / operators shall be regarded as re- licensing, provided that the upgrade will be of a same type of lifting machine i.e. code F1 to code F 3, code F5 to F14. C33 to C36.

**NOTES:**

- Operators without a valid licence or a temporary license shall not operate the relevant lifting machine/equipment in the working or operating environment.
- Operators of immovable machines (area specific) may be trained/ assessed in the working or operating environment only under the direct and constant supervision of a facilitator/assessor and the work area is safe and safeguarded.
- Should the operator not meet the prescribed unit standard competency further training must be arranged, for the learner to achieve the particular outcome/s.

**9. ENTRANCE QUALIFICATION CONDITIONS**

- 9.1 All learners of whatever status must be physically capable of performing without difficulty the tasks involved in operating the lifting machine/equipment for which they are to receive training or re-certification training and are at least 18 years of age.
- 9.2 Before commencing training or re-licensing every learner shall provide the accredited training provider with the following:
  - a. An employer declaration or medical certificate confirming the medical fitness of the learner to undergo the intended training;



b. An eye test results issued by a person trained to carry out such tests, confirming that the learner has adequate day and night vision, and depth perception (e.g. Purdue University standard vision test No. 3): Provided that a valid Professional Driver's Permit can also be accepted in lieu of the eye test results; and

c. Shall wear the required personal protective equipment as prescribed by the employer under the General Safety Regulation 2 of the Occupational Health and Safety Act.

9.3 All new entrants intended under this code will be required to hold at least a Grade 9/Abet 4 or NQF level 1 in foundational learning and must be at least 18 years of age.

a. Additional Entrance Qualification Conditions for Mobile Jib Cranes and Tower Cranes

i. An appropriate driver's licence for the particular vehicle;

ii. Shall be wearing protective footwear (steel toe-capped); and

iii. As from the final approval date of the Code of Practice, all new entrants intended under these categories shall hold a General Education and Training Certificate Grade 12 (Std 10), or National Qualifications Framework level 4 (Mathematics literacy and English) or equivalent.

iv. Conditions i and iii do not apply to wall / pillar mounted jib cranes.

## 10. ACCREDITATION REQUIREMENTS FOR PERSONNEL

10.1 Every accredited training provider shall appoint in writing a full-time employee as a management representative.

10.2 Every accredited training provider shall appoint in writing all registered facilitators/assessors.

### 10.3 Management Representative

a. The management representative shall be empowered with the necessary authority to ensure that the provisions of the Code of Practice are implemented and maintained.

b. The accredited provider shall within 7 days notify the authorised body in writing regarding any changes to the management representative.

### 10.4 -Assessor

a. An assessor is a person having complied with the following –

i. Holding a valid certificate of competence in assessment and facilitation and a minimum of three years' experience and a valid certification / license / carry card for each applicable lifting machine / equipment code.

The duration of initial training for an assessor shall be at least the same as for a novice operator plus documented 120-hours practical experience.  
Demonstrating competence for providing training as evaluated according to the relevant criteria.

- ii. Knowledgeable of this code of practice; and
- b. Who is under the supervision and control of an accredited training provider.

## 11. CERTIFICATION

11.1 An initial certificate of competence must include the following information:

- a. name and logo of the accredited provider or authorised body;
- b. physical address of accredited provider;
- c. accreditation number of provider;
- d. certificate identification or serial number;
- e. identification of Act and Regulation;
- f. Full names and surname of operator;
- g. National identification or passport number of operators;
- h. lifting machine code, code description of equipment, attachments and capacity;
- i. restrictions of operation;
- j. registration number of assessor;
- k. unit standard number,
- l. Unit standard title
- m. NQF level
- n. Credit value;
- o. date of issue and
- p. Two authorising signatures

No certificates will be issued on re-certification for the same component of learning /Skills programme, module, part-qualification, qualification or unit standard

11.2 A license / carry card will be valid for a period of up to 24 months, and must be issued upon certification or re-certification and must include the following information:

- a. name and logo of the accredited provider or authorised body
- b. license identification or serial number;
- c. initials and surname of operator;
- d. Identification or passport number of operators;
- e. lifting machine code, code description of equipment, attachments and capacity;
- f. restrictions of operation;
- g. unit standard number;
- h. registration number of assessor;
- i. date of issue and expiry date (24 months); and
- j. authorising signature.

11.2 A temporary license will be valid for a period of up to 6 months, and must be issued upon certification or re-licensing and must include the following information:

- 
- k. name and logo of the accredited provider or authorised body
  - l. certificate identification or serial number;
  - m. initials and surname of operator;
  - n. Identification or passport number of operator;
  - o. lifting machine code, code description of equipment, attachments and capacity;
  - p. restrictions of operation including "under supervision only");
  - q. unit standard number;
  - r. registration number of assessor;
  - s. date of issue and expiry date (6 months); and
  - t. authorising signature.

11.3 The Authorised Body will issue a "Statement of Results" to competent learners / operators.

11.4 No person shall operate any equipment covered by this National Code of Practice without a valid certificate of competence and a carry card required by the Driven Machinery Regulations.

## 12. EXCEPTIONS

In terms of lifting machine certificate code C53 the authorised body is the relevant professional body. Assessors must hold the relevant professional designation for this code and will deliver a non-credit bearing skills programme based on the relevant unit standard or module of the relevant qualification that will be valid for 12 months from date of training.



**APPENDIX 1: LIFTING MACHINE CERTIFICATION CODES****Forklift Codes**

For illustrations of typical codes refer to Appendix 12

Code No.	Code Description
F1	Counterbalanced lift truck up to rated capacity of 3000 kg
F2	Counterbalanced lift truck up to rated capacity of 7000 kg
F3	Counterbalanced lift truck up to rated capacity of 15000 kg
F4	Counterbalanced lift truck above a rated capacity of 15000 kg
F5	Reach lift truck up to rated capacity of 2500 kg
F6	Pedestrian-controlled lift truck below rated capacity of 2000 kg
F7	Pedestrian-controlled lift truck above rated capacity of 2000 kg
F8	Order Picker lift truck - for first and second level racking (NA/WA)
F9	Order Picker lift truck - for all racking levels including high-rise (NA/WA)
F10	Side Loader lift truck
F11	Rough Terrain / Agricultural Equipment with lift truck attachments,
F12	Pallet lift truck, battery-powered for propulsion (Specify Capacity)
F13	VNA lift truck, non-elevating cab, to service all levels
F14	VNA lift Truck, elevating cab, to service all levels
F15	Rail mounted stacker lift truck, non-elevating cab
F16	Rail mounted stacker lift truck, elevating cab

- VNA = Very Narrow Aisle
- NA Narrow Aisle
- WA Wide Aisle

**Attachments & Special Equipment**

- A Side-shift
- B Single Pole
- C Carton or Paper Roll Clamp
- D Crane Hook
- E Push-Pull / Slip Sheet Equipment
- F Load Rotator
- G Wire Guidance System
- H Load Extender Pantograph
- I Rotating Mast (Order Picker)
- J Tilting Bucket
- K Tandem Forks
- L Container Handling
- M Mancage
- N Tyre handler

## **Code Specification on Competency Certificates**

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Accrediting Organisations are required to annotate certificates to clearly identify the machine category, code number and description. The description only where it significantly differs from the basic code description: i.e. code F11 (Bell Three-Wheeler/Front End Loader/Excavator with Fork/grab attachment)

### **Special Cases**

In the case of additional or new attachment/s, the learner will be required to undergo retraining and assessment to include the attachment/s.

**CRANES CODES**

Code No.	Code Description
C30	Overhead Crane Pendant and Radio Controlled
C31	Overhead Crane Cab Controlled
C32	Truck mounted Crane up to the Capacity specified on the Certificate
C33	Hydraulic Mobile Crane up to rated capacity of 50 000 kg
C34	Hydraulic Crane Pick up and Carry up to a rated capacity of 50 000 kg
C35	Hydraulic Mobile Crane to the rated capacity of above 50 000 kg and as specified on the Certificate
C36	Hydraulic Crane Pick up and Carry to the rated capacity of above 50 000 kg and as specified on the Certificate
C37	Lattice Boom Mobile Truck Crane up to rated capacity of 50 000 kg
C38	Lattice Boom Mobile Crawler up to rated capacity of 50 000 kg
C39	Lattice Boom Mobile Truck Crane to the rated capacity of above 50 000 kg as specified on the Certificate
C40	Lattice Boom Mobile Crawler Crane to the rated capacity of above 50 000 kg as specified on the Certificate
C41	Tower Crane: Top Slewing
C42	Tower Crane: Bottom Slewing
C43	Hydraulic Mobile Crane up to rated capacity of 15 000 kg
C44	Sugar Cane Crane
C45	Ships Crane
C46	Telescopic Boom Handler
C47	Wharf side Crane (Rail mounted)
C48	Reach Stacker (Telescopic Container Handler)
C49	Straddle Carrier
C50	Cantilever container Crane (Ship to Shore)
C51	Scotch Derrick Crane (Ship Mounted)
C52	Rail mounted Gantry Crane (RMG)
C53	Mobile elevated work platform
C54	Hoist & Winches.
C55	Rubber Tyred Gantry Crane
C56	Side Loader Container
C57	Floating crane
C58	Powered Wallmounted/Pedestal Jib crane
C59	Wharfside Jib crane (rubber tyred)
C60	Side boom crane

**Note** that the authorised body will maintain a list of approved learning elements per code. Providers must ensure that they are accredited on the relevant unit standards linked to these codes.



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**Attachments and Special Operations**

O	Fly Jib (Lattice)
P	Boom Extension (Hydraulic)
Q	Counterweight Options
R	Tandem Lifts
S	Special Categories
T	<del>Mancage</del> <del>Lifting Cradle</del> (Personnel Cage)
U	Rail Mounted
V	Steam driven
W	Spreader
X	Grab / grapple/forks

**Code Specification on Competency Certificates**

Accredited training providers are required to annotate certificates to clearly identify the machine category, code number and description. The description only where it significantly differs from the basic code description.

**Special Cases**

1. It is a pre-requisite that the operator of specialised equipment will be certificated in a basic category applicable to the special machine in question.

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**APPENDIX 2: GENERAL EXPLANATORY NOTES****These form part of the provisions of the Code**

This appendix contains explanatory notes, which should be taken into account when additional clarity maybe required.

1. Accreditation of accredited training providers will remain valid whilst no non-conformances are recorded during annual audits. If any non-conformances are recorded the accredited training provider will have 30 days of the audit date to correct and provide any explanations, which may be required.
2. The responsibility of the accredited training provider shall go beyond simply carrying out training and assessments but shall include applying measures to ensure that the standards of training and assessments are maintained at all times.
3. An accredited training provider may operate as a training organisation on a client's premises. The registered facilitator shall ensure that sufficient equipment and facilities are available at the client's premises to undertake and complete the training programme to ensure the required level of competence. In all cases a record must be kept of the facilities and equipment used at the premises for inspection during audits. Any special circumstances such as the absence of suitable equipment to perform the practical tests required should be recorded and the certificate issued may require limitation endorsements.
4. Copies of all assessment papers and practical test marking sheets are required to be kept for each certificate of competence issued for audit purposes.
5. A composite organisation involved in the direct sale of equipment and which has sufficient staff to perform accredited training provider functions shall obtain accreditation and shall be required to demonstrate the following:
  - a. That adequate safeguards are in place to isolate certification staff from those involved in the other aspects of the organisation to ensure that no pressures are brought to bare which may influence registered facilitator's and assessor's judgement.
  - b. The organisation has a clearly defined policy for the resolution of conflict that may arise;
6. Accredited training providers requiring registered facilitators to use alternative course material, to their own proprietary material, must be able to demonstrate to the authorised body that they are conversant with the material and able to use it effectively.
7. An organisation applying for accreditation, as an accredited training provider must provide written approval for the use of the course material submitted unless it is clearly entirely of its own origination
8. Where conditions and/or equipment are insufficient to be able to assess an operator's performance under all types of situation then any certificate must be limited accordingly.

9. In the case of the client's only requirement is for the operator to load and off load road vehicles then the certificate of competence must be limited in either of the following manner:
- a. "Whilst in the employment of the Client"; or
  - b. "For loading and off-loading road vehicles only"

The second alternative is preferred, as this will adequately represent the operator's competency if the certificate of competence is presented to another employer.

**APPENDIX 3 EXAMPLE OF A PRACTICAL ASSESSMENT MARK SHEET**

ACCREDITED PROVIDER: \_\_\_\_\_

CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

I.D. NUMBER: \_\_\_\_\_ MACHINE TYPE: \_\_\_\_\_

MACHINE MAKE: \_\_\_\_\_ MACHINE CODE: \_\_\_\_\_

COMPANY: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

**PRE-START CHECKS** (Delete items not specific to the test machine or conditions)

Personal Protective Equipment for the work environment \_\_\_\_\_  
 {May include hardhats, overalls, thermal suits, goggles, earplugs as applicable}

Safety Shoes/Boots		Load Chart & Max Mass Load	
Forks/Attachments *		Position of Forks	
Load Backrest		Tyre Condition & Pressure	
Machine Condition		Wheel Nuts	
Battery Terminals		Overhead Guards	
Electrolyte Level		Engine & Transmission Leaks	
Engine Oil Level *		Hydraulic Oil Leaks	
Hydraulic Oil Level		Brake Fluid Leaks	
Brake Fluid Level* _		Petrol/Diesel Leaks	
Radiator Water Level *		Gas Leaks	
Radiator Cap		Water Leaks	
Water Pump		Drivers Compartment	
Fan Belts		Mast & Chains *	
Fan Blades		Hydraulic Cylinders	
Drive Belts		Hoses Condition	
Fuel Level			

**PRE-OPERATIONAL TESTS**

Enter & Adjust Seat		Gauges (before and after)*	
Control levers/pedals		Ignition Key	
Raise & lower		Foot Brake*	
Tilt Front & Back		Hand/Park Brake*	
Forward & Reverse		Steering Operation*	
Horn		Attachment controls	
Lights/Indicators			

Total Items Unchecked \_\_\_\_\_

\* Omission to check any one of these items would constitute the learner/operator not being yet competent of the Pre-start checks and Pre-operational test.

**THEORY TEST QUESTIONS** (group)



1	_____	4	_____
2	_____	5	_____
3	_____		

**Penalties**

Total items unchecked from Pre-start and Operational Assessment: \_\_\_\_\_ : x 2 = \_\_\_\_\_ \*

\* Maximum 20 penalties

**1 TOTAL PRE-START AND PRE-OPERATIONAL PENALTIES** \_\_\_\_\_

**PRACTICAL OPERATING ASSESSMENT**

(Delete items not specific to the test machine)

**Penalties**

Forks Bind on Entry/Withdrawal	_____	= _____	: x 5 = _____
Forks not central under Load	_____	= _____	: x 5 = _____
Load not at Heel of Forks	_____	= _____	: x 5 = _____
Stack/De-stack with Mast Tilted	_____	= _____	: x 5 = _____
Fails to Stack/De-stack Correctly	_____	= _____	: x 5 = _____
Fails to Apply Park/Handbrake	_____	= _____	: x 5 = _____
Fails to Place in Neutral	_____	= _____	: x 5 = _____
Fails to Position Mast for Travel	_____	= _____	: x 5 = _____
Fails to Position Forks for Travel	_____	= _____	: x 5 = _____
Places Body Outside Cabin	_____	= _____	: x 5 = _____
Bump Side of Course	_____	= _____	: x 10 = _____
Fails to Look in Direction of Travel	_____	= _____	: x 5 = _____
Selects Wrong Control/Direction	_____	= _____	: x 10 = _____
Shunts to Stack / Un-stack	_____	= _____	: x 1 = _____
Shunts to negotiate Chicane	_____	= _____	: x 1 = _____
Fails to Release Park/Handbrake	_____	= _____	: x 5 = _____
Fails to hold steering wheel during travel	_____	= _____	: x 10 = _____
Accelerates erratically	_____	= _____	: x 1 = _____
Brakes erratically	_____	= _____	: x 3 = _____
Uses Controls roughly	_____	= _____	: x 5 = _____
Hands on Controls	_____	= _____	: x 5 = _____

**CLOSE DOWN CHECKS (PARK)**

Fails to Place in Neutral	_____	= _____	: x 2 = _____
Fails to Set Park Brake	_____	= _____	: x 2 = _____
Fails to Set Mast and Forks	_____	= _____	: x 2 = _____
Fails to Shut off Gas	_____	= _____	: x 2 = _____
Fails to Operate Diesel Cut Out	_____	= _____	: x 2 = _____
Fails to Switch Off	_____	= _____	: x 2 = _____
Fails to Remove Key	_____	= _____	: x 2 = _____

**2 TOTAL OPERATING AND CLOSE DOWN PENALTIES** \_\_\_\_\_

**TIME PENALTIES**

The assessor is to complete the course to establish a fair time (minimum 15 minutes) and then add 50% to establish the maximum time to complete the operational and close down (park) assessment.

Maximum time permitted \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds

Duration of operating assessment \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds

**3 TIME PENALTIES** (6 penalties for every 60 seconds above the maximum) \_\_\_\_\_

**Summary of Penalties**

1 PRE-START AND PRE-OPERATIONAL \_\_\_\_\_

2 OPERATING AND CLOSE DOWN \_\_\_\_\_

3 TIME \_\_\_\_\_

**TOTAL PENALTIES** \_\_\_\_\_**Note**

A maximum of 50% of the total scored penalty points calculated by 6 penalty points per 1 minute of operational assessment time (driving time).

RESULT:

☐

COMPETENT

NOT YET COMPETENT

☐

Assessor: \_\_\_\_\_

Registration No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I the undersigned acknowledge that the process and results were explained to me and I accept the outcome of the assessment.

Signature/Mark of Learner: \_\_\_\_\_

☐☐

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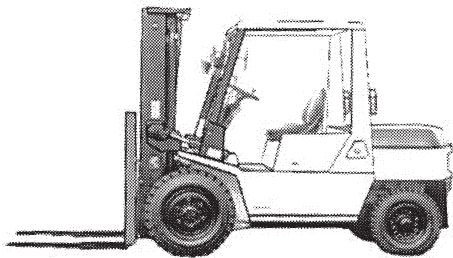
**APPENDIX 4: MANAGERIAL RESPONSIBILITIES**

1. The person legally responsible for ensuring that the provisions of the Occupational Health and Safety Act and Regulations of 1993 are implemented on behalf of the employer is the Chief Executive Officer (C.E.O.).
2. In the case of a company without a board of directors or a closed corporation, the Owner will be the C.E.O.
3. In the case of a State department, the C.E.O. is the Director-General, not the Minister. [*Section 16 of the OHS Act, 1993*].
4. It is therefore incumbent upon the C.E.O. that proper information, instructions, training and supervision, as far as practicable are provided for the health and safety of employees. [*Section 8 (e) of the OHS Act, 1993*].
5. The necessary enforcement measures to assure the health and safety of employees are effected through a chain of command structure.
6. All lifting machine operators must be informed about what they are allowed to do. [*Sections 8 (j) and Section 37(1)(b)*].
7. The C.E.O. must ensure that a health and safety management system is in place to give effect to the provisions of the Act and regulations.
8. Anyone delegated by the C.E.O. to perform certain duties regarding information, instructions, training and supervision for employees, through the management chain of command structure and who omits to do so is contravening the Act and regulations and may be prosecuted.

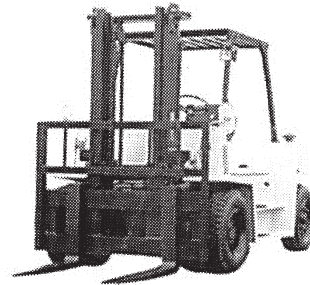
**APPENDIX 5: ACCREDITED TRAINING PROVIDERS FACILITIES RETURN**

<b>FACILITIES CHECK SHEET</b>		<b>Appendix 8</b>
The accredited training provider is to complete this document, to record and describe any premises at which certification is offered that has not been inspected and approved by the accreditation issuing authorised body ie client's premises		
	Question	Remarks
1	Full physical address details of the premises, including name of organisation, street address, suburb/industrial area, city/ town and the location of the practical training/test route area at premises	
2	Lifting machine code/s and description/s for which training is offered at the premises	
3	Description of equipment used and identification number of equipment	
4	The lifting machine capacity or rating	
5	Description of any attachments fitted to the lifting machine	
6	A general description of the duration training, re-certification done, and test route used at the premises	
7	Describe any limitations to the training and test route that may deviate from the standard routes set out in the code of practice for a specific lifting machine code.	
8	Describe any inherent dangers prevalent in the use of the lifting machine at the premises.	
Signature of Client		Signature of facilitator

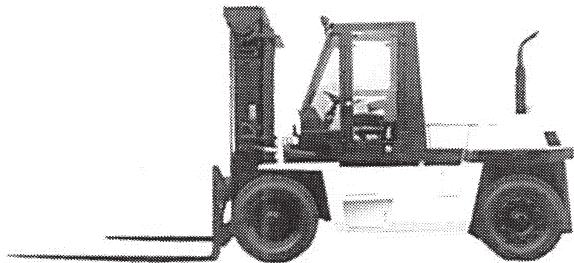


**APPENDIX 6: ILLUSTRATIONS OF LIFTIN MACHINE CODES****CODE DESCRIPTIONS**

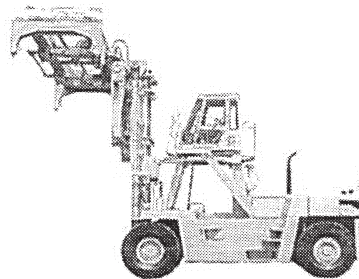
**CODE F1**  
Counterbalanced Lift Truck  
Up to rated capacity of 3000 kg



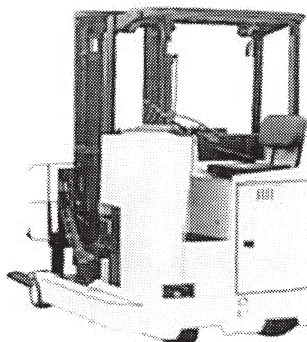
**CODE F2**  
Counterbalanced Lift Truck  
Up to rated capacity of 7000 kg



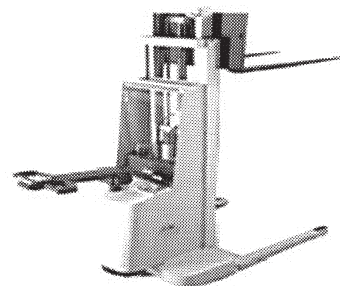
**CODE F3**  
Counterbalanced Lift Truck  
Up to rated capacity of 15000 kg



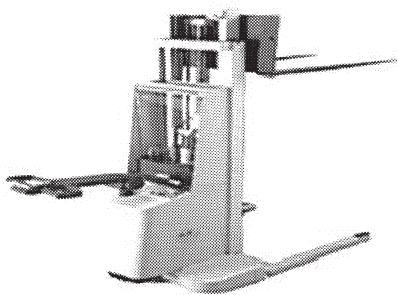
**CODE F4**  
Counterbalanced Lift Truck  
Above rated capacity of 15000 kgs



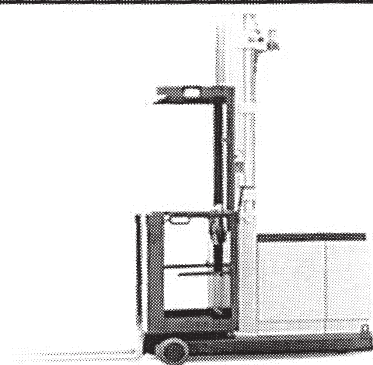
**CODE F5**  
Reach Lift Truck  
Up to rated capacity of 2500 kg



**CODE F6**  
Pedestrian-Controlled Lift Truck  
Below rated capacity of 2000 kg



**CODE F7**  
Pedestrian-Controlled Lift Truck  
Above rated capacity of 2000 kg



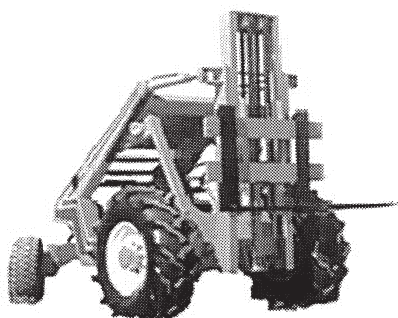
**CODE F8**  
Order Picker Lift Truck  
For First and Second Level Racking (NA/WA)



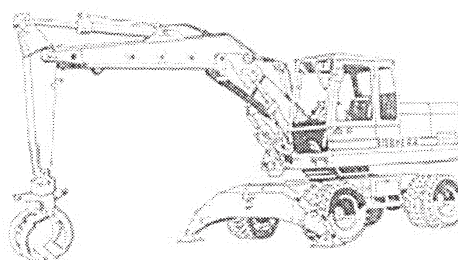
**CODE F9**  
Order Picker Lift Truck  
For All Racking Levels Including High-Rise (NA/WA)



**CODE F10**  
Side Loader Lift Truck  
Capacity as Specified on the Certificate



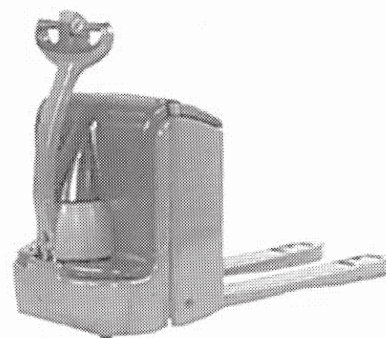
**CODE F11 (A)**  
Rough Terrain/Earthmoving/Agriculture Equipment  
with Lift Truck Attachment



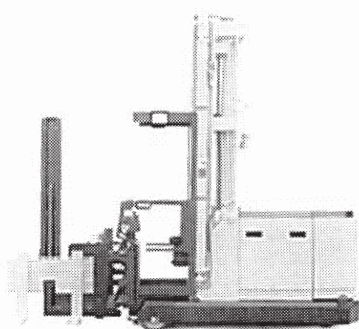
**CODE F11 (B)**  
Rough Terrain/Earthmoving/Agriculture  
Equipment with Lift Truck Attachment



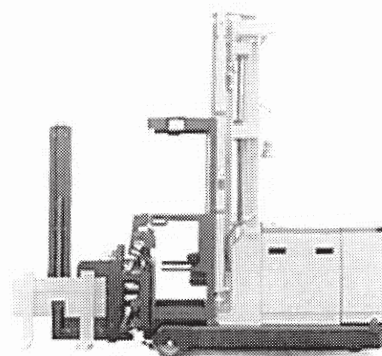
**CODE F11 (C)**  
Rough Terrain/Earthmoving/Agriculture Equipment  
with Lift Truck Attachments



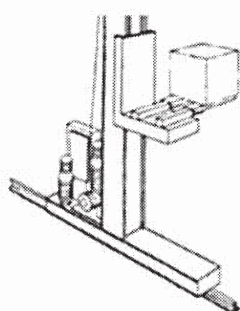
**CODE F12**  
Pallet Lift Truck Battery Operated



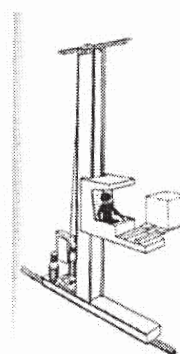
**CODE F13**  
VNA Lift Truck Non-Elevating Cab Services all levels



**CODE F14**  
VNA Lift Truck Elevating Cab Service all levels

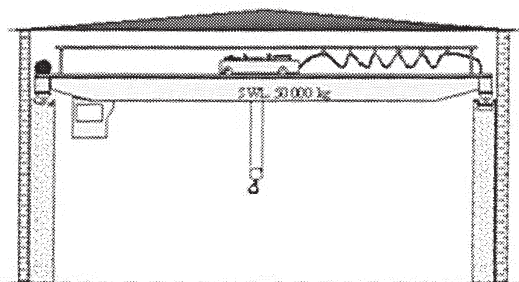


**CODE F15**  
Railmounted Stacker Lift Truck Non-Elevating cab

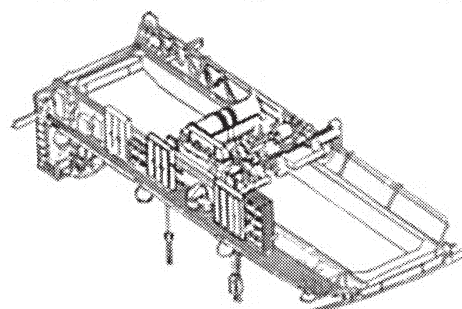


**CODE F16**  
Railmounted Stacker Lift Truck Elevating cab





**CODE C30**  
Overhead Crane Pendant and Radio Controlled



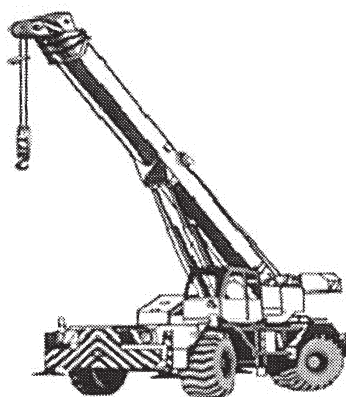
**CODE C31**  
Overhead Crane Cab Controlled



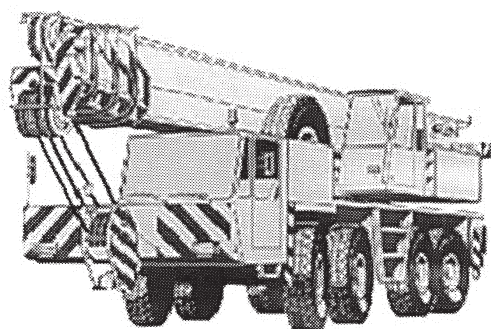
**CODE C32**  
Truck mounted Crane up to the capacity stated on the certificate



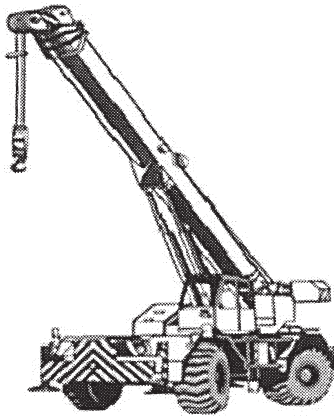
**CODE C33**  
Hydraulic Mobile Crane up to 50 000 kg capacity



**CODE C34**  
Hydraulic Crane Pickup and Carry up to 50 000 kg capacity

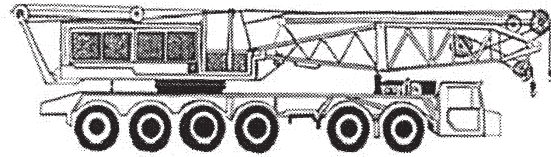


**CODE C35**  
Hydraulic Mobile Crane  
Above 50 000 kg capacity

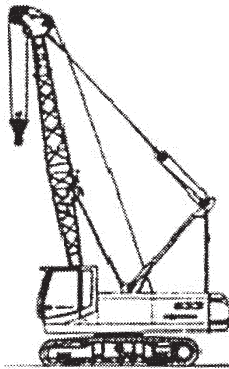
**CODE C36**

Hydraulic Crane Pickup and Carry

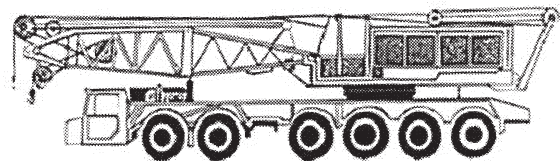
Above 50 000 kg capacity

**CODE C37**

Lattice Boom Mobile Truck Crane up to 50 000 kg capacity

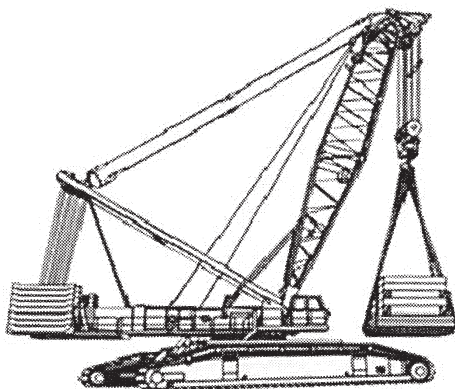
**CODE C38**

Lattice Boom Mobile Crawler Crane up to 50 000 kg capacity

**CODE C39**

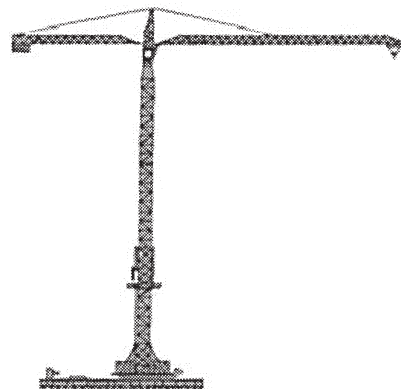
Lattice Boom Mobile Truck Crane

Above 50 000 kg capacity as stated on the certificate

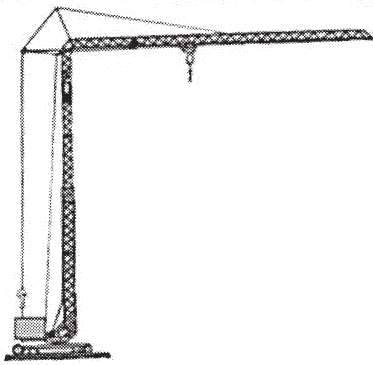
**CODE C40**

Lattice Boom Mobile Crawler Crane

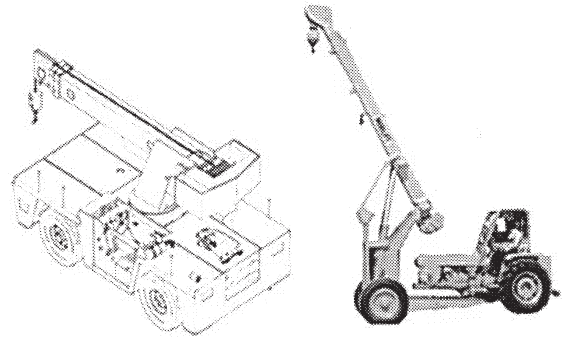
Above 50 000 kg capacity as stated on the certificate

**CODE C41**

Tower Crane: Top Slewing



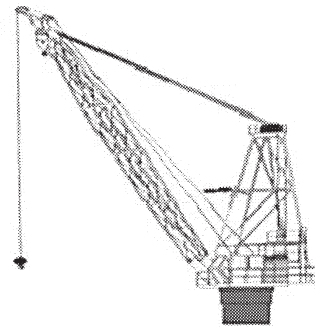
**CODE C42**  
Tower Crane: Bottom Slewing



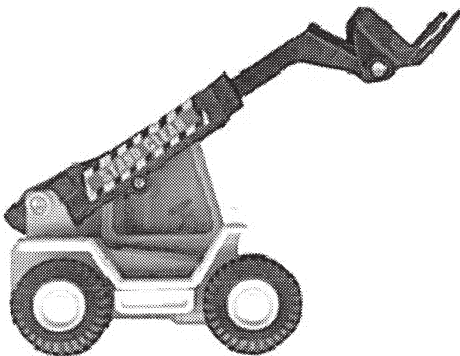
**CODE C43**  
Mobile Hydraulic Crane up to 15000 kg capacity



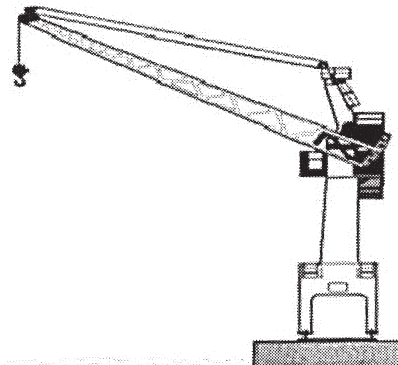
**CODE C44**  
Sugar Cane Crane



**CODE C45**  
Ships Crane



**CODE C46**  
Telescopic Boom Handler



**CODE C47**  
Wharf Side Crane: (Railmounted)

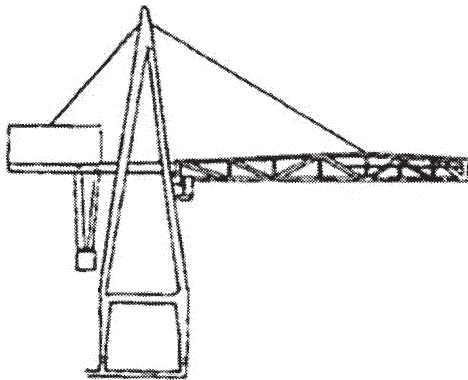




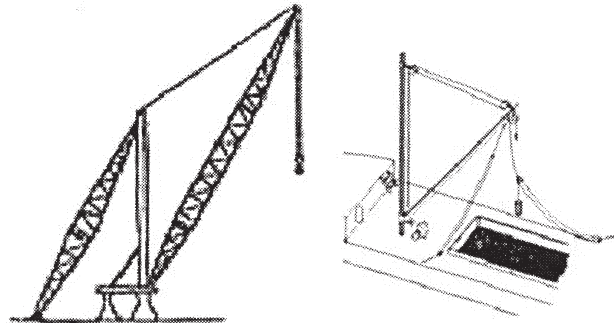
**CODE C48**  
Reach Stacker



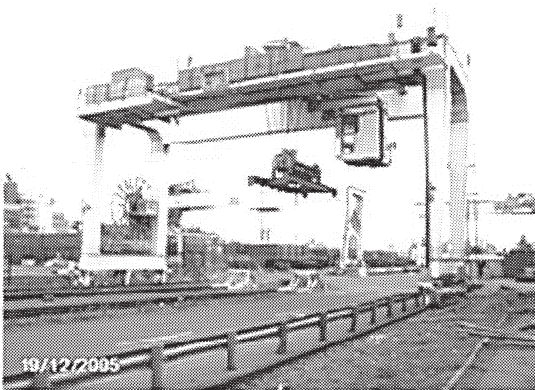
**CODE C49**  
Straddle Carrier



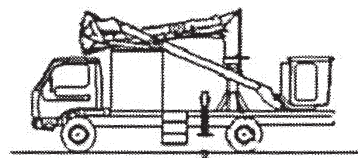
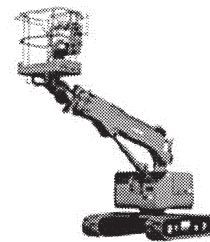
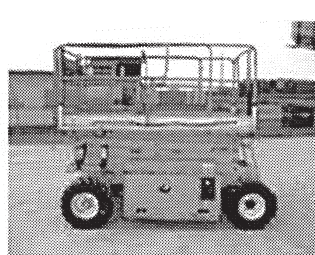
**CODE C50**  
Cantilever Container Crane



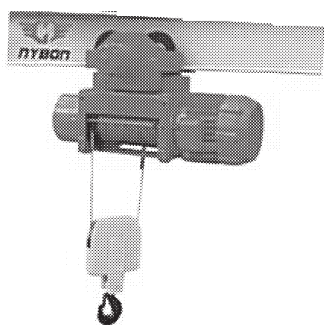
**CODE C51**  
Scotch Derrick Crane (Ship mounted)



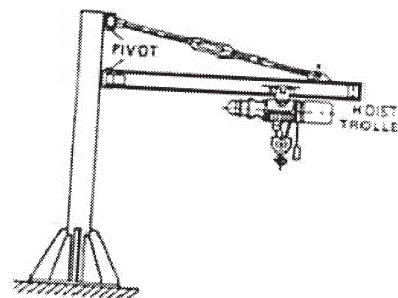
**CODE C52**  
Rial Mounted Gantry Crane



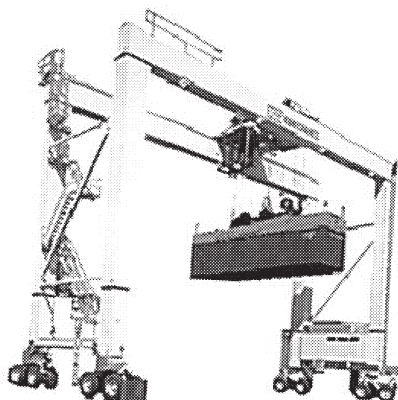
**CODE C53**  
Mobile Elevated Work Platform



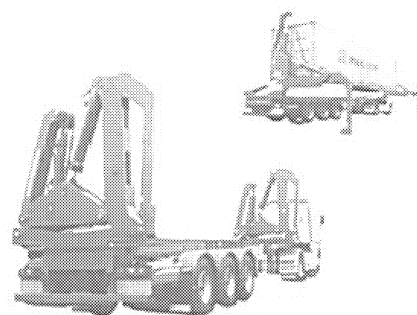
**CODE C54**  
Hoist on a fixed structure



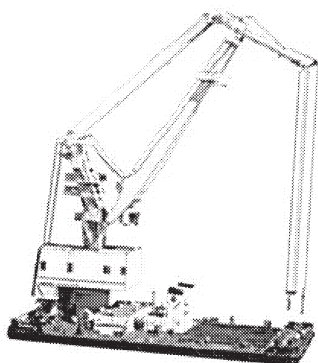
**CODE C54**  
Pillar Mounted Jib Crane



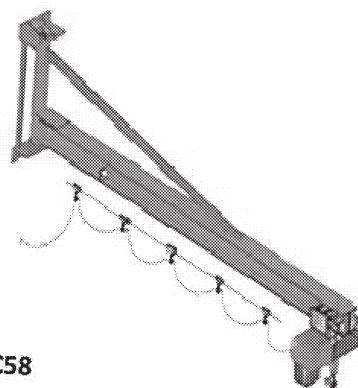
**CODE C55**  
Rubber Tyred Gantry Crane



**CODE C56**  
Side Loader Container

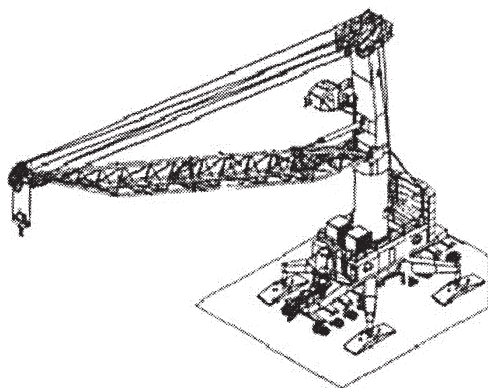


**CODE C57**  
Floating Crane

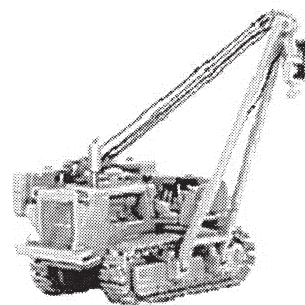


**CODE C58**  
Wall Mounted Jib Crane

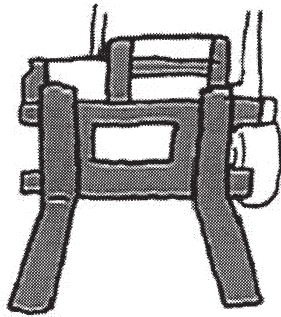




**CODE C59**  
Wharfside Jib Crane (Rubber Tyred)



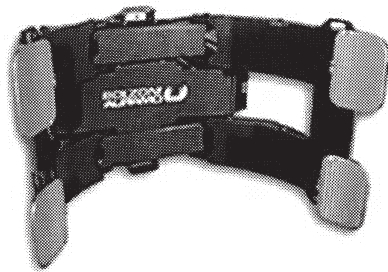
**CODE C60**  
Side Boom Crane



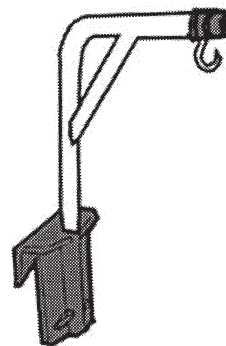
A Side - Shift



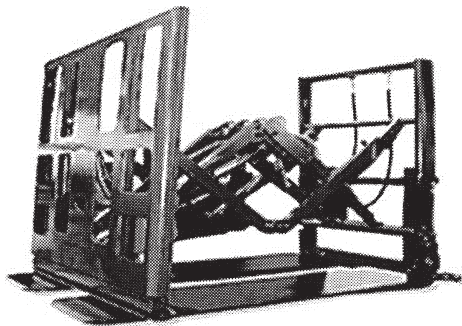
B Single POLE



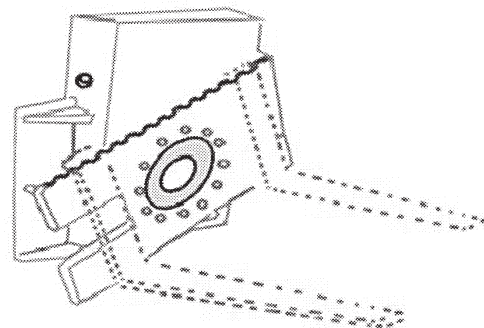
C Carton or Paper Roll Clamp



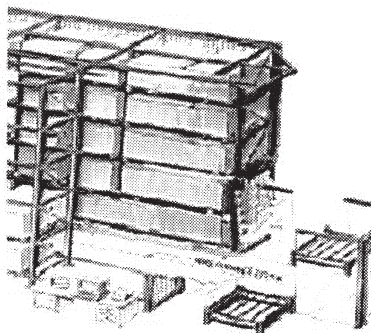
D Crane Hook



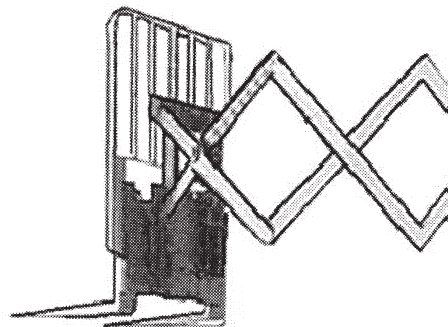
E Push Pull Slip-sheet Equipment



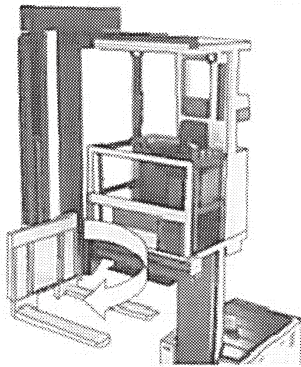
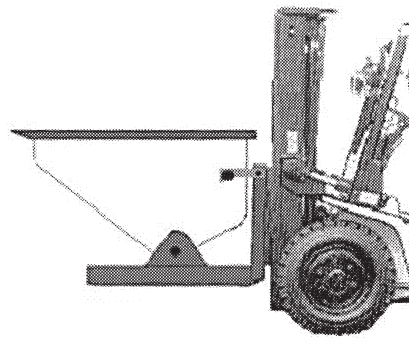
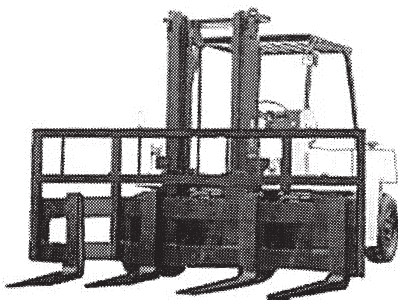
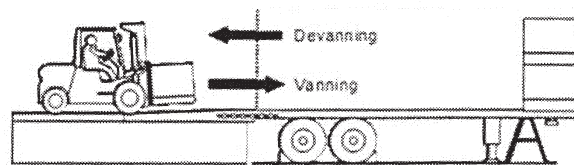
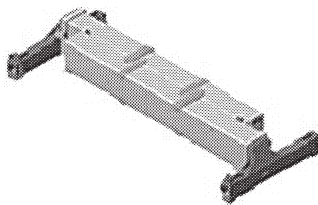
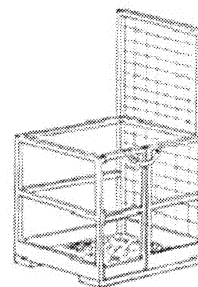
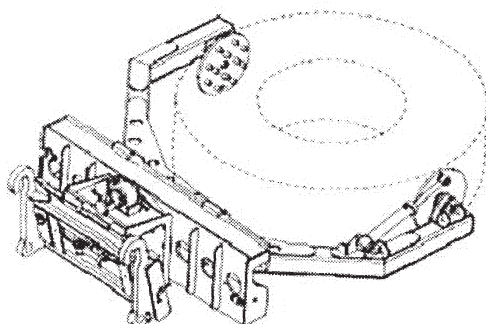
F Load Rotator



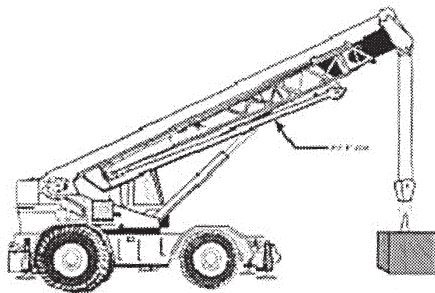
G Wire Guidance System



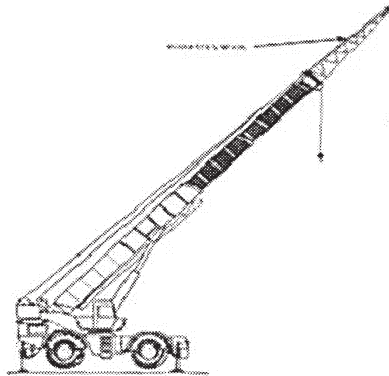
H Load Extended Pantograph

**I Rotating Mash****J Tilting Bucket****K Tandem Forks****L Container Vanning and Devanning****L Container Handling****M Lifting Cradle (Personnel Cage)****N Earthmoving Tyre Handling**

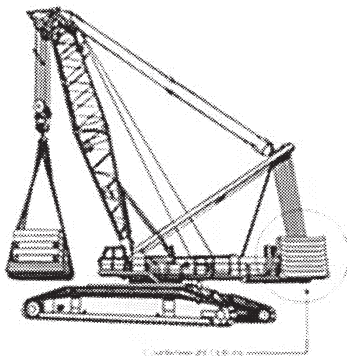
# ATTACHMENT AND SPECIAL OPERATIONS (CRANES)



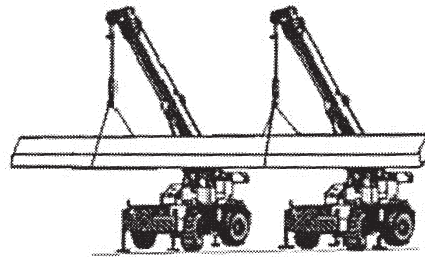
O Fly-jib (Lattice)



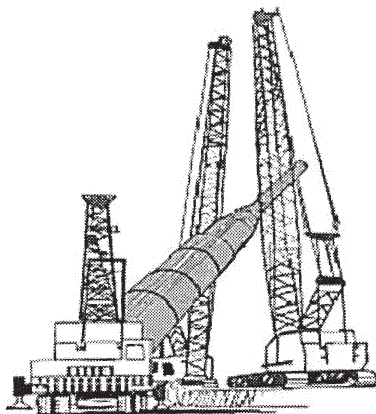
P Boom Extension (Hydraulic)



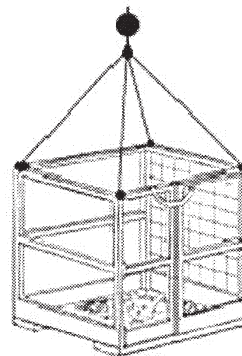
Q Counterweight Options



R Tandem Lifts

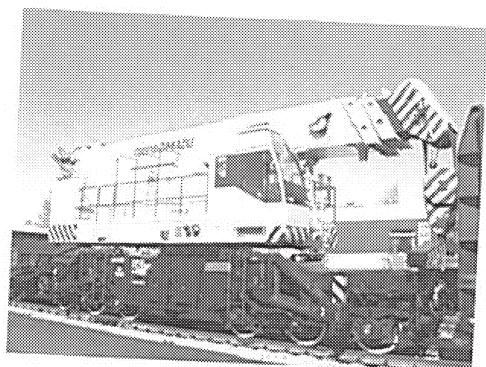


S Special Categorie

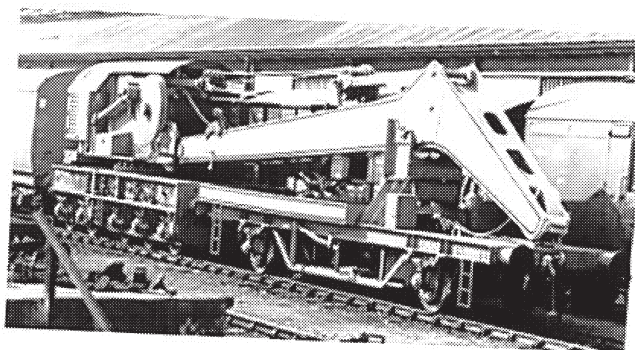


T Lifting Craddle (Personnel Cage)

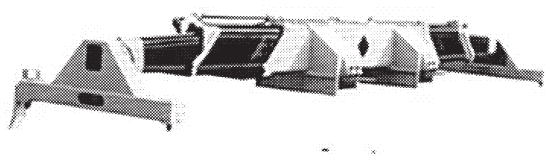




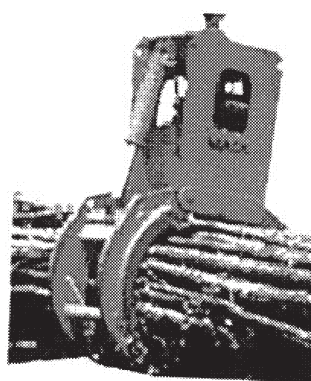
U Rail Mounted Crane



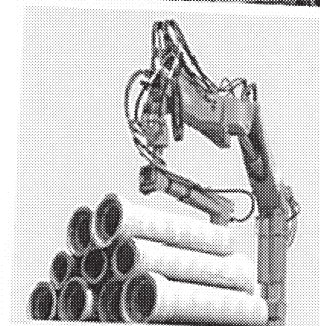
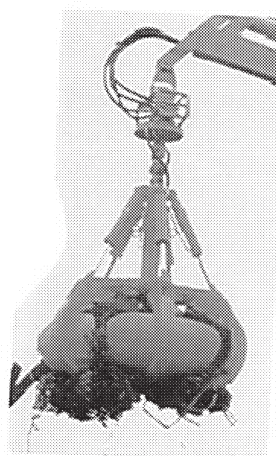
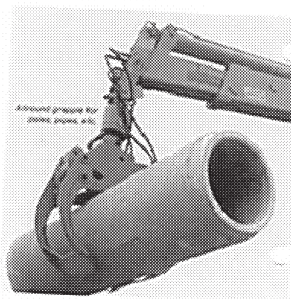
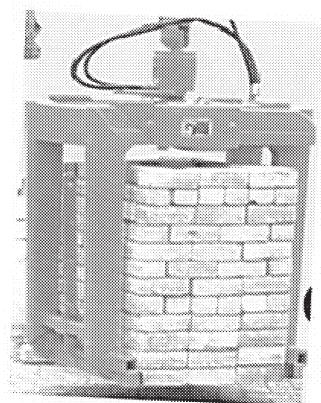
V Steam Driven Crane



W Container Spreader



X Grable / Grapple



**DEPARTMENT OF EMPLOYMENT AND LABOUR****NO. R. 1139****23 OCTOBER 2020****LABOUR RELATIONS ACT, 1995**

The Minister of Employment and Labour has, under section 208 of the Labour Relations Act, 1995 (Act No. 66 of 1995) and after consultation with NEDLAC, made the regulations in the Schedule.

**SCHEDULE****Definition**



1. In these regulations “the Regulations” means the Regulations published under Government Notice No. R. 1016 of 19 December 2014.

**Amendments of Regulations**



2. The Regulations are hereby amended by replacing LRA Form 3.1 and LRA Form 3.2 which deals with the agency fees deducted from conscientious objectors’ wages.

Section 208 of the Labour Relations Act empowers the Minister to make regulations regulating any matter that may or must be prescribed.

The amended LRA Forms 3.1 and 3.2 are hereby published.”

<p><b>LRA Form 3.1</b>  <b>Sections 25(4)(b)</b>  <b>and 26(8)</b>  <b>Labour Relations Act,</b>  <b>1995</b></p>	<p align="center"><b>CONSCIENTIOUS OBJECTOR</b>  <b>REQUESTS AGENCY FEE TO BE PAID</b>  <b>TO DEPARTMENT</b></p> 
<p><b>READ THIS FIRST</b></p>  <p><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form requests an employer to pay an amount deducted from a conscientious objector's wage into a fund administered by the Department of Labour.</p> <p><b>Banking details:</b>          Department of Labour –          Deposit Account          Account no. 62025135577          Account type: Current          Branch: Commercial Accounts          Services          Branch code: 210 554          Swift code: FIRNZAJJ</p> <p><b>WHO FILLS IN THIS FORM?</b></p> <p>The employee who is a conscientious objector.</p> <p><b>WHERE DOES THIS FORM GO?</b></p> <p>To the employer.</p> <p><b>OTHER INSTRUCTIONS</b></p> <p>The LRA Form 3.2 together with proof of payment must be sent by the employer to the Chief Director Labour Relations: Department of Employment and Labour.          Private Bag X 117          Pretoria          0001</p>	<p><b>1) EMPLOYEE DETAILS</b></p> <p>I, ..... object on          (name of conscientious objector)</p> <p>grounds of conscience to belonging to or contributing money to a trade union. My grounds of conscience are:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p align="right">(reasons)</p> <p>I request my employer to remit the amount deducted as an agency fee to the Department of Labour for payment into a fund administered by the Department.</p> <p>Signature: .....</p> <p>Date: .....</p> <p><b>2) EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal address: .....</p> <p>.....</p> <p>.....</p> <p>.....</p>



<p style="text-align: center;"><b>LRA Form 3.2</b> <b>Section 25(4)(b)</b> <b>Labour Relations Act,</b> <b>1995</b></p> <p style="text-align: center;"><b>READ THIS FIRST</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>WHAT IS THE PURPOSE OF THIS FORM?</b></p> <p>This form lists the names of conscientious objectors and the amounts deducted by the employer for the Department of Employment and Labour.</p> <p style="text-align: center;"><b>WHO FILLS IN THIS FORM?</b></p> <p>The employer.</p> <p style="text-align: center;"><b>WHERE DOES THIS FORM GO?</b></p> <p>To the Chief Director Labour Relations, Department of Employment and Labour. Private Bag X 117 Pretoria 0001</p> <p style="text-align: center;"><b>OTHER INSTRUCTIONS</b></p> <p>The agency fee deducted must be deposited to the following bank account:</p> <p><b>Banking details:</b> Department of Labour – Deposit Account Account no. 62025135577 Account type: Current Branch: Commercial Accounts Services Branch code: 210 554 Swift code: FIRNZAJJ</p>	<div style="text-align: center;">  </div> <p style="text-align: center;"><b>LIST OF DEDUCTIONS FROM CONSCIENTIOUS OBJECTORS' WAGES</b></p> <p><b>1) CONSCIENTIOUS OBJECTORS' DETAILS</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;">Names of employees</th> <th style="text-align: left; width: 40%;">Amount</th> </tr> </thead> <tbody> <tr><td>1. ....</td><td>.....</td></tr> <tr><td>2. ....</td><td>.....</td></tr> <tr><td>3. ....</td><td>.....</td></tr> <tr><td>4. ....</td><td>.....</td></tr> <tr><td>5. ....</td><td>.....</td></tr> <tr><td>6. ....</td><td>.....</td></tr> <tr><td>7. ....</td><td>.....</td></tr> <tr> <td colspan="2" style="text-align: right; padding-top: 10px;"><b>TOTAL:</b> .....</td> </tr> </tbody> </table> <p><b>2) EMPLOYER DETAILS</b></p> <p>Name: .....</p> <p>.....</p> <p>Postal address: .....</p> <p>.....</p> <p>.....</p> <p>.....</p>	Names of employees	Amount	1. ....	.....	2. ....	.....	3. ....	.....	4. ....	.....	5. ....	.....	6. ....	.....	7. ....	.....	<b>TOTAL:</b> .....	
Names of employees	Amount																		
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<b>TOTAL:</b> .....																			



## DEPARTMENT OF TRANSPORT

NO. R. 1140

23 OCTOBER 2020

## CIVIL AVIATION ACT, 2009 (ACT NO. 13 OF 2009)

## CIVIL AVIATION REGULATIONS, 2011

The Minister of Transport intends, in terms of section 155(1) of the Civil Aviation Act, 2009 (Act No. 13 of 2009) and on the recommendation of the Civil Aviation Regulations Committee (CARCom), to amend the Civil Aviation Regulations, 2011, by the amendment of the following Parts set out in Schedules below:

Schedule 1: Part 187 (Fees relating to Regulation Part 96)

Electronic copies of the draft Amendments are available in the South African Civil Aviation Authority website at [www.caa.co.za](http://www.caa.co.za) and may also be requested from Betty Monyeki [MonyekiB@caa.co.za](mailto:MonyekiB@caa.co.za) or Gugu Magagula at [MagagulaG@caa.co.za](mailto:MagagulaG@caa.co.za)

Interested persons are hereby invited to submit written comments on these draft amendments on or before the **23 November 2020** to the Chairperson: CARCom, for the attention of.

Sipho Skosana  
Private Bag X73  
Halfway house  
1685  
Email: [skosanas@caa.co.za](mailto:skosanas@caa.co.za)  
Tel: 011 545 - 1095

or

Bulelani Ncanywa  
Private Bag X73  
Halfway house  
1685  
Email: [ncanywab@caa.co.za](mailto:ncanywab@caa.co.za)  
Tel: 011 545 - 1662