

**APPLICATION AND NOTICE  
I.R.O. APPROVAL OF  
TRAINING CENTRE**  
(National Road Traffic Act, 1996)

**AANSOEK EN KENNISGEWING  
T.O.V. GOEDKEURING VAN  
OPLEIDINGSENTRUM**  
(Nasionale Padverkeerswet, 1996)

**NOTE:** For the purposes of the approval of a training centre, it shall be essential to produce the identity document of the management representative.

**LET WEL:** Vir die doeleindes van die goedkeuring van 'n opleidingsentrum is dit noodsaaklik dat die identiteitsdokument van die bestuurs-vertegenwoordiger voorgelê word.

LIST OF POSSIBLE TRANSACTIONS	Mark with X Merk met X	Parts of the form to be completed Dele van die vorm om in te vul						LYS VAN MOONTLIKE TRANSAKSIES
<b>APPLICATION FOR:</b>		A	B	C	D	E	F	<b>AANSOEK OM:</b>
Approval								Goedkeuring
Duplicate certificate of registration		A	B					Duplikaat sertifikaat van registrasie
<b>NOTICE OF CHANGE OF</b>								<b>KENNISGEWING VAN VERANDERING VAN</b>
Particulars of training centre		A	B					Besonderhede van opleidingsentrum
Equipment and Facilities		A	B	C			F	Toerusting en Fasiliteite
Training Officers		A	B		C		F	Opleidingsbeampies

PARTICULARS OF TRAINING CENTRE	A	BESONDERHEDE VAN OPLEIDINGSENTRUM
Type of identification	traffic register no. verkeersregisternr.	Soort identifikasie
Identification number	<input type="text"/>	Identifikasienommer
	or first application eerste aansoek	
Name of training centre	<input type="text"/>	Naam van opleidingsentrum
E-mail address	<input type="text"/>	E-pos adres
Telephone number	<input type="text"/> - <input type="text"/> (code/kode) (number/nommer)	Telefoonnummer
Facsimile number	<input type="text"/> - <input type="text"/> (code/kode) (number/nommer)	Faksimileenommer
Postal address	<input type="text"/>	Posadres
Suburb	<input type="text"/>	Voorstad
City/Town	<input type="text"/>	Stad/Dorp
	(postal code/poskode)	
Street address	<input type="text"/>	Straatadres
Suburb	<input type="text"/>	Voorstad
City/Town	<input type="text"/>	Stad/Dorp
	(postal code/poskode)	
Address where notices must be served (mark with X)	postal address posadres	street address straatadres
		Adres waar kennisgewings beteken moet word (merk met X)

PARTICULARS OF PROXY OR REPRESENTATIVE	BESONDERHEDE VAN GEVOLMAGTIGDE OF VERTEENWOORDIGER		
Type of identification (mark with X)	traffic register no. verkeersregisternr.	RSA ID RSA ID	foreign ID buitelandse ID
Identification number	<input type="text"/>		
Country of issue if foreign ID	<input type="text"/>		
Surname and initials	<input type="text"/>	and en	<input type="text"/>
			Van en voorletters

Position

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<b>COURSES</b>	<b>B</b>	<b>KURSUSSE</b>
(mark with X) Diploma course for Traffic Officers	<input type="text"/>	(merk met X) Diplomakursus vir Verkeersbeamptes
Course for Examiner for driving licences	<input type="text"/>	Kursus vir Toetsbeampte vir bestuurslisensies
Course for Examiner of vehicles	<input type="text"/>	Kursus vir Ondersoeker van voertuie

<b>GENERAL REQUIREMENTS, EQUIPMENT AND FACILITIES</b>	<b>C</b>	<b>ALGEMENE VEREISTES, TOERUSTING EN FASILITEITE</b>
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<b>GENERAL REQUIREMENTS</b>	If the answer is <b>NO</b> , please motivate. Attach a separate sheet if necessary.		
Does the training centre comply with the requirements as set out in the Requirements Document?	yes ja	no nee	
Are separate lecture rooms provided for, to facilitate concurrent training in the various courses offered?	yes ja	no nee	
Has a work study report been completed and submitted that the lecture rooms are in concurrence with the necessary specifications as to overcrowding, adequate lighting, sound and ventilation?	yes ja	no nee	
Does each lecture room have as standard equipment at least one writing board, one overhead projector and one screen?	yes ja	no nee	
Is at least one video machine and monitor available as standard equipment?	yes ja	no nee	
Is a video camera with accessories available, or does the institution have access to one?	yes ja	no nee	
Is a Library or Media Centre available in the centre?	yes ja	no nee	
Is the Library or Media Centre stocked with relevant reference books, articles and publications?	yes ja	no nee	
Does the Library or Media Centre have equipment in stock for the provision of multimedia training aids?	yes ja	no nee	
Is suitable photocopier/reproduction equipment available?	yes ja	no nee	
Does each instructor have access to computers with a word processing package and access to at least a laser printer on site to render the required professional services?	yes ja	no nee	
Do management and support staff have computer equipment capacity to render the required professional services?	yes ja	no nee	
Is Internet access available and does the institution have an e-mail address? (Specify address)	yes ja	no nee	
Does the institution have adequate support/administrative capacity to ensure effective administration of training and development? How many staff members are involved in this capacity?	yes ja	no nee	
Is accommodation and meals available on the premises to persons in training? If not, is it readily available? (Specify)	yes ja	no nee	

#### **SPECIFIC REQUIREMENTS IN RESPECT OF REGISTERED COURSES OFFERED**

##### **DIPLOMA COURSE FOR TRAFFIC OFFICERS**

A training institution which wishes to specialise in the training of **Traffic Officers** should respond to the following questions:

<b>Does equipment for practical training include the following basics?</b>			
- an indoor or outdoor shooting range or access to a shooting range which complies with recognised safety standards	yes ja	no nee	
- is there a firearm register and is the issue of ammunition duly recorded and controlled?	yes ja	no nee	
- primary and secondary weapons as per approved curriculum	yes ja	no nee	
- safety glasses	yes ja	no nee	

- ear muffs	yes ja	no nee	
- access to mass measuring apparatus	yes ja	no nee	
- access to a heavy motor vehicle	yes ja	no nee	
- access to a light motor vehicle	yes ja	no nee	
- access to a bus	yes ja	no nee	
- access to a motor cycle (more than 400 cubic cm capacity)	yes ja	no nee	
- access to speed measuring apparatus	yes ja	no nee	
- reflective clothing for point duty	yes ja	no nee	
- access to a magistrate's court	yes ja	no nee	
- access to licensing and testing station facilities	yes ja	no nee	
- suitable dedicated transport to move various groups of students to and from training sites/facilities	yes ja	no nee	
- access to firefighting/Hazchem apparatus	yes ja	no nee	
- two way radio systems	yes ja	no nee	
Allocation of <b>training staff and the trainer/learner ratio</b> are specified in the Requirements Document. Will it be adhered to?	yes ja	no nee	
Minimum qualifications for <b>Instructors</b> are set out in the Requirements Document. Will all instructors comply with this?	yes ja	no nee	

#### **COURSE FOR EXAMINERS FOR DRIVING LICENCES**

A training institution which wishes to specialise in the training of **Examiners for Driving Licences** should respond to the following questions:

##### **Does the institution have access to?:**

- light motor vehicle yard test area	yes ja	no nee	
- heavy motor vehicle yard test area	yes ja	no nee	
- motor cycle yard test area	yes ja	no nee	
- motor vehicle (Code B) (Ratio - one (1) vehicle per three (3) trainees)	yes ja	no nee	
- a heavy motor vehicle (Code C1)	yes ja	no nee	
- an articulated motor vehicle (Code EC)	yes ja	no nee	
- a semi trailer for use with the articulated motor vehicle (GVM>750 kg)	yes ja	no nee	
- motor cycle (Code A)	yes ja	no nee	
- 2 x motor cycle electronic testing equipment with accessories	yes ja	no nee	
- 2 x orthorators with accessories	yes ja	no nee	
- live scan unit	yes ja	no nee	
- obstacles for yard testing	yes ja	no nee	
Allocation of <b>training staff and the trainer/learner ratio</b> are specified in the Requirements Document. Will it be adhered to?	yes ja	no nee	
Minimum qualifications for <b>instructors</b> are set out in the Requirements Document. Will all instructors comply with this?	yes ja	no nee	

**COURSE FOR EXAMINERS OF VEHICLES**

A training institution which wishes to specialise in the training of **Examiners of Vehicles** should respond to the following questions:

**Does the institution have access to the following?:**

- a fully equipped grade A testing station for vehicles, which complies with SABS 0216 specifications	yes ja	no nee	
- ear muffs	yes ja	no nee	
- a gradient of 1:8,33 (hand brake testing)	yes ja	no nee	
- motor car (one (1) vehicle per three (3) trainees)	yes ja	no nee	
- a heavy motor vehicle (not a trailer or semi trailer)	yes ja	no nee	
- an articulated motor vehicle	yes ja	no nee	
- a motor cycle	yes ja	no nee	
Allocation of <b>training staff and the trainer/learner ratio</b> are specified in the Requirements Document. Will it be adhered to?	yes ja	no nee	
Minimum qualifications for <b>instructors</b> are set out in the Requirements Document. Will all instructors comply with this?	yes ja	no nee	

<b>INSTRUCTORS</b>	<b>D</b>	<b>INSTRUKTEURS</b>
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Attach a separate list if necessary. Heg 'n afsonderlike lys aan indien nodig.	SURNAME AND INITIALS OF OFFICER PRESENTLY EMPLOYED VAN EN VOORLETTERS VAN BEAMPTTE TANS IN DIENS	INFRASTRUCTURE NUMBER INFRASTRUKTUURNOMMER	QUALIFICATION KWALIFIKASIE

<b>REGISTRATION HISTORY</b>	<b>E</b>	<b>REGISTRASIE GESKIEDENIS</b>
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Complete if previously registered Date of previous registration	<table border="1" style="margin:auto;"> <tr> <td style="width:20px;">:</td> <td style="width:20px;">:</td> <td style="width:20px;">:</td> <td style="width:20px;">:</td> </tr> <tr> <td style="text-align:center;">Y/J</td> <td style="text-align:center;">M</td> <td style="text-align:center;">D</td> <td></td> </tr> </table>	:	:	:	:	Y/J	M	D		Voltooi indien voorheen geregistreer Datum van vorige registrasie		
:	:	:	:									
Y/J	M	D										
Courses currently offered: Diploma course for Traffic Officers Examiner for driving licences Examiner of vehicles Number of Training Instructors on the staff	<table border="1" style="margin:auto;"> <tr> <td style="width:40px;">YES</td> <td style="width:40px;">NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td style="width:20px;"> </td> <td style="width:20px;"> </td> <td style="width:20px;"> </td> <td style="width:20px;"> </td> </tr> </table>	YES	NO	YES	NO	YES	NO					Kursusse tans aangebied: Diplomakursus vir Verkeersbeamptes Toetsbeampte vir bestuurslisensies Ondersoeker van voertuie Aantal Opleidinginstrukteurs in die personeel
YES	NO											
YES	NO											
YES	NO											
Further details in accordance with registration requirement (please specify on additional page)	<hr style="width:30%; margin:auto;"/>	Verdere besonderhede ingevolge registrasievereistes (spesifiseer op aparte bladsy)										

