

**AERO CLUB OF SOUTH AFRICA
APPROVED PERSON SCHEME FOR
NON TYPE CERTIFIED AIRCRAFT
AeCSA-APS**

Manual of Procedures

ORIGINAL

3rd Revision April 2012

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South African Civil Aviation Authority

AVIATION RECREATION ORGANISATION

License No:

Manual of Procedure for AeCSA APPROVED PERSON SCHEME FOR NON TYPE CERTIFIED AIRCRAFT (NTCA)

HEREIN AFTER REFERRED TO AS

AeCSA-APS

Undertakes to conduct all operations in accordance with the following Acts as amended and all the Regulations made in terms of such Acts.

1. SA-CAR and CATS -PART 24
2. SA-CAR and CATS-PART 66
3. SA CAR and CATS PART 94
4. SA-CAR PART 149
5. SA-CATS-ARO
6. SA-CATS-NTCA
7. Aviation Act no. 13 of 2009

Signed

Date.....

GENERAL MANAGER

REVISION 3 - APRIL 2012

FOREWORD

This AeCSA

Manual of Procedure for AeCSA-APS

**has been compiled in accordance with the South African
Civil Aviation Regulation of 2011**

Reference was made to the following documents and organisations:

- (1) South African Civil Aviation Regulation**
- (2) Documents SA-CATS**
- (3) The Aero Club of South Africa**

DISCLAIMER

The information contained in this publication is subject to constant review in the light of changing government requirements and regulations. No purchaser, subscriber or other reader should act on the basis of any such information without referring to applicable laws and regulations and/or without taking appropriate professional advice.

The functions and control contained and referred to in this document shall only be applicable to and have effect on persons subscribing to the codes and rules of the Aero Club of South Africa. Neither this document nor any of its parts shall be interpreted so as to have jurisdiction over any person or body not subscribing voluntary to the codes and rules of the Aero Club of South Africa. This document does not infringe, limit or restrict in any way the entrenched values of individuals contemplated in the Constitution of the Republic of South Africa (Act 108 of 1996).

Although every effort has been made to ensure accuracy, the *AeCSA* shall not be held liable for loss or damage caused by errors, omissions, misprints or misinterpretation of the contents hereof.

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DEFINITIONS AND ABBREVIATIONS
APPLICABLE TO THE MANUAL OF PROCEDURE

“**AeCSA**”, means the **Aero Club of South Africa**, which is an association of Organizations whose members are involved in the construction, restoration, maintenance and operation of Non Type Certificated Aircraft used in South Africa

“**Amateur-built aircraft**” means an aircraft built in terms of the provisions of Part 24, and for the purpose of these Regulations, including any of its components and includes production-built aircraft from which the build standard was deviated from;

“**Approved**”, unless used with reference to another person, means approved in writing by the Director or the organisation approved for the purpose in terms of Part 149, as the case may be;

“**Accepted maintenance schedule**” means a document compiled by an owner or operator in accordance with the provisions of these Regulations, and accepted by the Director in terms of regulation 44.02.1 of 44, that prescribes in detail the inspections that need to be carried out in respect of an aircraft, its components, installed systems and equipment, and the intervals between such inspections;

“**Approved person**” means a natural person who has been authorised in terms of Part 66 by the Director or the organisation designated for the purpose in terms of Part 149, as the case may be, to carry out maintenance inspections and repairs on a non-type certificated aircraft in compliance with the applicable aircraft maintenance schedule;

“**ARO**” means an Aviation Recreational Organisation in terms of Part 149.

“**Authority to fly**” means the authority to fly issued in terms of Subpart 2 of Part 24 of the Regulations as a restricted certificate of airworthiness;

“**Build standard**” means the document package that defines the dimensions, materials and processes to be used in the construction of an aircraft, together with associated documents that show that the design complies with an established design criteria;

“**Captive balloon**” means a balloon which is moored to the surface or to a ship, vehicle or construction on the surface;

“**Certificate of airworthiness**”, means the certificate of airworthiness referred to in Article 31 of the Convention, issued in terms of Subpart 8 of Part 21 of the Regulation, and includes an authority to fly issued in terms of Subpart 2 of Part 24;

“**Design criteria basis**” means the design criteria chosen by the constructor of an amateur-built or production-built aircraft, based on a set of airworthiness standards acceptable to the Commissioner.

“**Ex-military aircraft**” means an aircraft which-

- (a) has been in use by the military;
- (b) was not designed, constructed or maintained according to internationally recognised civil airworthiness standards; and
- (c) has been decommissioned from military service.

“**Factor of safety**” means a design factor, used to provide for the possibility of loads greater than those assumed and for uncertainties in design and manufacture.

“**Flex Wing**” means a sweptback tailless wing typically constructed from aluminum alloy tubing and sailcloth having a 10m span and 25 to 30 degree sweep, longitudinal stability is provided for by washout and the sweepback effect, together with reflex (reverse curvature) inboard. To prevent luffing or flapping of the wing in a high speed dive, preventer sticks are fitted at the wing tips and luff lines run from the kingpost to the inner trailing edge. Lateral stability is high so to overcome this, the sail is cut to employ “billow shift” to alleviate the forces required to bank. The control forces are applied by shifting the weight of the trike suspended below at the hang point, disturbing the equilibrium of moments about the centre of gravity of the wing/kart combination.

“**Glider**” means a heavier-than-air aircraft, other than a hang-glider, that is supported in flight by the dynamic reaction of the air against its fixed, lifting surfaces, and whereof free flight does not depend on an engine;

“**Gyroplane**” means a power-driven heavier-than-air aircraft, supported in flight by the reactions of the air on one or more rotors which rotates freely on substantially vertical axes;

“**Gyroglider**” means a non-power-driven heavier-than-air aircraft, supported in flight by the reactions of the air on one or more rotors which rotates freely on substantially vertical axes;

“**Hang-glider**” means a non-power-driven heavier-than-air aircraft capable of being carried, foot launched, and landed solely by the energy and use of the pilot’s legs, having –

- (a) a rigid primary structure with pilot weight shift as the primary method of control; or
- (b) a rigid primary structure with movable aerodynamic surfaces as the primary method of control in at least two axes,

and for the purposes of Parts 24, 94 and 96 includes a powered hang-glider;

“**Imported**” in the context of Part 24 means brought into the Republic by any means for the purpose of having the aircraft put on the South African Civil Aircraft Register;

“**Kite**” means a non-power-driven, heavier-than-air aircraft, other than a glider or hang-glider, deriving its lift in flight mainly from aerodynamic reactions on the surfaces which remain fixed under given conditions of flight, and for the purpose of these Regulations also means a line-controlled kite;

“**Limit loads**” means the maximum loads assumed to occur in the anticipated aircraft operating conditions;

“**Load**” means the design strength requirements, prescribed for an aircraft in terms of its limit load and ultimate load;

“**Maintenance control manual**” means a document, compiled by an owner or operator in accordance with the provisions of these Regulations that defines the organisation and

procedures established for ensuring the sustained airworthiness of the aircraft to which it applies, its components, installed systems and equipment”;

“**Mandatory periodic inspection**” means an inspection prescribed in Regulation 43.02.8;

“**Members**” mean natural persons belonging to a Section of Aero Club of South Africa.

“**Microlight aeroplane**” means an aeroplane of which the minimum flying speed and the maximum take-off mass have been restricted for classification purposes. The values of these restrictions are defined in Document SA-CATS 24;

“**Non-type certificated aircraft**” means any aircraft that does not qualify for the issue of a certificate of airworthiness in terms of Part 21 and shall include any type certificated aircraft that has been scrapped, of which the original identification plate should have to be removed and returned to the applicable aviation authority and is rebuilt as a full-scale replica;

“**Paraglider**” means a non-power-driven, heavier-than-air aircraft without a rigid primary structure, comprising a flexible drag, or drag and ram-air type lift surface, from which the pilot and passengers are suspended by shroud lines, which is foot-launched, and of which the descent is partly controlled by the pilot by means of two steering lines, and which for the purposes of Parts 24, 94 and 96 includes a paratrike and a powered paraglider;

“**Paratrike**” means a paraglider with a large ram-air type lift surface and fixed undercarriage.

“**Power-assisted glider**” means a glider with a maximum all-up mass of not more than 850 kg, fitted with a retractable engine that is used mainly for the purpose of launch and climb and short periods of free flight;

“**powered glider**” means an aircraft equipped with one or more engines which has, with the engine or engines not operating, the performance characteristics of a glider;

“**Powered hang-glider**” means a hang-glider, fitted with an engine attached either to the structure or to the pilot, and which also maybe fitted with a detachable undercarriage, to support its launch and climb;

“**Powered paraglider**” means a paraglider, fitted with an engine attached to the pilot to assist in its launch and in short local powered flights, and which may have a fixed or detachable undercarriage;

“**Prescribed loads**” in respect of an aircraft means limit loads, unless otherwise stated.

“**Production-built aircraft**” means an amateur-built aircraft, of which the prototype has been constructed and approved in terms of Part 24, and which is made available by the constructor to others either as a fully-assembled non-type certificated aircraft;

“**Proving flight**” means any flight conducted in terms of a Proving Flight Authority for the purpose of qualifying for the issuance of an Authority to Fly.

“**Proving flight authority**” means the authorisation to commence flight trials as are necessary for development purposes, for the compilation of handling and operational data and, generally, for the preparation of the aircraft for the tests necessary for the issue of an authority to fly;

"Quality Control System" means a system implemented by AeCSA-APS whereby all of the ARO's policies, distribution of responsibility and authority, procedures, practices and standards are monitored, controlled and maintained;

"Rocket" means an airborne vehicle propelled by ejected expanding gases generated in its engines from self contained propellants and not dependent on the intake of outside substances and it includes any part that becomes separated during operation;

"Tiltrotor" means a power-driven heavier-than-air aircraft, other than an aeroplane, deriving its lift in flight mainly from aerodynamic reactions

"touring motor glider" means an aeroplane with a maximum all-up mass of not more than 850 kg fitted with an engine and having the characteristics of a glider when the engine is inoperative that is primarily controlled by manipulating its primary flight control surfaces by conventional methods and other classification parameters as are defined in Document SA-CATS 24 as technical standard 24.01.2.P.1;

"Ultimate load" means the limit load, multiplied by the appropriate factor of safety.

"Veteran aircraft" means a previously type-certificated aircraft of which the airworthiness is no longer supported by the holder of the type certificate, or for which a valid type certificate is no longer held by any person;

"weight-shift controlled microlight aeroplane" means an aeroplane that is primarily controlled by physically exerting force on the wing and with other classification parameters as defined in Document SA-CATS 24 as technical standard 24.01.2.E.2;

PREFACE TO THE MANUAL OF PROCEDURE

The Aero Club of South Africa (AeCSA), is an association of which the members are involved in the construction, restoration, maintenance and operation of Non Type Certificated Aircraft used in South Africa in the categories listed below:

- (a) Amateur-built aircraft*
- (b) Production-built aircraft*
- (c) Veteran aircraft*
- (d) Ex-military aircraft*
- (e) Any other aircraft not qualifying, or not longer qualifying for the issue of a certificate of airworthiness in terms of Part 21.*

The aircraft referred to above are classified in the following sub-groups:

- (a) Aeroplanes, including microlight aeroplanes*
- (b) Helicopters*
- (c) Gyroplanes and gyrogliders*
- (d) Gliders, including self-launching gliders and touring gliders*
- (e) Manned captive and manned free balloons*
- (f) Airships*
- (g) Unmanned aerial vehicles*
- (h) Hang-gliders, including powered hang-gliders*
- (i) Paragliders, including powered paragliders and paratrikes*
- (j) Parachutes*
- (k) Model aircraft*
- (l) Rockets*

Construction or restoration and maintenance of Non Type Certificated Aircraft is covered by Part 24 of the Civil Aviation Regulation of 2011, as amended. Provision for overseeing of the construction and maintenance or restoration operations of the aircraft in sub groups (a) to (e) by Approved Persons, are made by Part 66 of the Civil Aviation Regulation of 2011, as amended

Any non-type certificated aircraft, other than those referred to in (a) to (e) above, shall be maintained by or on behalf of its owner in such a manner that it is airworthy at the commencement of any flight. Where the aircraft manufacturer or any approved authority has issued maintenance instructions or guidelines, these instructions or guidelines shall be adhered to.

The holder of an Approved Person Certificate who wishes to carry out maintenance or repair work on NTCA's operated under Part 96 of the Civil Aviation Regulation of 2011, as amended shall apply directly to the Director for such approval, in accordance with the provisions of Part 24 and Part 44 of the Civil Aviation Regulation of 2011, as amended, as they mutatis mutandis apply, and as has been specified in the approved Maintenance Control Manual (Part 96.05.1)

The NTCA that our members own and operate in sub groups (a) to (e), might be different in the way that they work but when it comes to maintenance and construction of airframes, engines electrical systems and welded components they have a lot in common. Based on these commonalties it is only natural to form one body, which will represent all the sections of the AeCSA in matters relating to the maintenance and construction of NTCA in South Africa.

*However, before the Director can delegate the functions of an **Approved Person Scheme** as contemplated in Subpart 4 of Part 66 to the owners and builders of NTCA, an Aviation Recreation Organisation (ARO) must be formed in accordance with Part 149 of the CAR of 2011, as amended.*

*This ARO will be called the **Aero Club of South Africa Approved Person Scheme for NTCA (AeCSA-APS)***

Approved Persons (APs) appointed in accordance with the powers as given in the AeCSA-APS Manual of Procedures (MOP) document and the procedures set out there in shall carry out inspections or repairs as may be called for from time to time by the builders or owners of NTCA. All inspections and repairs shall be in accordance with the requirements of the Civil Aviation Regulation, Part 24 and Part 44, as amended, and as arranged with the builder or owner.

*Users of the **Manual of Procedure** must take note of the following:*

- *The **Manual of Procedure** complies with the terms and conditions of the **AeCSA-APS Operating Certificate** and with the **South African Civil Aviation Regulation of 2011**, as amended.*
- *Procedures as laid down in this **Manual of Procedure** shall be adhered to whenever practical in the day-to-day conduct of Approved Persons involved in the inspection or repair of NTCA.*
- *The contents of the **Manual of Procedure** are designed as an aid to Approved Persons and should be regarded as a guide to all procedures.*
- *Specifically, it will not be regarded as a replacement for good judgment used in the interest of safety.*
- *All members of the AeCSA and Approved Persons appointed in accordance with the powers of this ARO, which have questions with regard to the **Manual of Procedure**, shall direct them to the **Accountable Manager** or the **General Manager** who will present them to the **Technical Committee** if required.*

STRUCTURE OF THE MOP

This MOP document contains four main **Parts** made up of individual **Sections** plus **Annexures**:

PART 1: GENERAL

This part comprises a definition of the association, its structure, policies, instructions and procedure for the safe and efficient running of the association and complies with all relevant South African Civil Aviation Authority regulations.

PART 2: ORGANISATION AND RESPONSIBILITIES

This part comprises authority, responsibilities and duties of all personnel for the control and supervision of administration and implementation of technical and safety standards and complies with **CAR 149.02.4**.

PART 3: RESOURCES

This part comprises all instructions to personnel for the control and supervision of all resources to enable the personnel to carry out the activities of this association and complies with document **CAR 149.02.5**.

PART 4: QUALITY CONTROL SYSTEM

This part is comprised of the procedures that are set out and implemented by the association for the assurance of quality control in the day to day running of the association and complies with document **CAR 149.02.3**.

ANNEXURES

This part is comprised of the following:

- **Annexure A:** Organogram
- **Annexure B:** *Format of data record*
- **Annexure C:** *Non Conformity Report*
- **Annexure D:** *Non Conformity Report Log Sheet*
- **Annexure E:** *Inspection Reminder*
- **Annexure F:** *Release to Service*

PART 1: GENERAL

SECTION 1: DEFINITION

1.1.1 DEFINITION OF THE ARO

AeCSA-APS is an ARO, which represents the members of the Aero Club of South Africa involved in the construction, restoration and maintenance of NTCA in South Africa.

The function of this ARO shall be the issuing of approvals to natural persons, other than AMEs and AMOs or the owner, who is also the builder of an amateur-built or a production-built aircraft, who may issue a release to service as prescribed in Part 44 of the CAR of 2011, as amended, for his or her own aircraft after it has been issued with an Authority to Fly, provided the provisions of Part 24 have been met in respect of the aircraft's airworthiness for the purpose to carry out inspections, maintenance, repairs and issue of a release to service for such aircraft, as prescribed in Part 24 and Part 44 of the CAR of 2011, as amended, including their engines, components and equipment as required by the members of the AeCSA from time to time.

In addition to the above the ARO shall be responsible for overseeing activities of the members of the Aero Club of South Africa involved in :

- Construction of NTCA under guidance of AeCSA-APs.
- Maintenance and restoration of NTCA by owners, who are not the primary builders of their aircraft using the AeCSA-APs for inspections or repairs.
- AeCSA-APs with the required facilities to perform construction, and maintenance on NTCA as per the requirements of Part 24.

All members of the Aero Club South Africa who own or operate NTCA will be considered as members of this ARO and shall conform to the rules, regulations and codes as set by this ARO.

However, due to the diversified nature of the NTCA category, members will be required to align with an applicable discipline or section which deals with specific aspects relating the construction or maintenance of their NTCA.

1.1.2 SCOPE OF THE ARO ACTIVITIES

The scope of this ARO's activities are as follows:

- Appointing Approved Persons (Part 66.04.2)
- Testing the theoretical knowledge of applicants applying for an Approved Person Certificate using examination papers (Part 66.04.9)
- Amending Approved Person Certificates (Part 66.04.11)
- Issuing of Approved Person Certificates (Part 66.04.12)
- Renewal of Approved Person Certificates (Part 66.04.14)

- Reissue of Approved Person Certificates (Part 66.04.15)
- Determining the Privileges and limitations of Approved Persons (Part 66.04.16)
- Keeping a record of Approved Persons (Part 66.04.17)
- Suspending and Canceling of Approved Person Certificates as well as dealing with appeals (Part 66.04.19)

1.1.3 CLASSES AND GROUPS APPLICABLE TO APPROVED PERSONS

Further to the requirements of Part 66.04.4 the classes of Approved Person Certificates are –

- APC1: inspection and maintenance certificate. Not including inspections on repair, or modification work; and
- APC2: repair and maintenance certificate. Including inspections on repair, maintenance or modification work which has been done as well as carrying out such work.
- APC3: restricted inspection certificate for airframes and/or engines, issued by type, excluding inspections on modifications and repairs.

For the purposes of issuing an Approved Person Certificate, non type certified airframes are classified into the following groups:

- Group 1 – aeroplanes of wooden construction, with a maximum certificated mass of 5 700 kilograms or less;
- Group 2 – aeroplanes constructed of composites, with a maximum certificated mass of 5 700 kilograms or less;
- Group 3 – aeroplanes of fabric-covered tubular-metal construction, with a maximum certificated mass of 5 700 kilograms or less;
- Group 4 – unpressurised aeroplanes of all-metal construction, with a maximum certificated mass of 5 700 kilograms or less;
- Group 5 – pressurised aeroplanes of all-metal construction, with a maximum certificated mass of 5 700 kilograms or less;
- Group 6 – unpressurised aeroplanes of all-metal construction, with a maximum certificated mass exceeding 5 700 kilograms;
- Group 7 – rotorcraft powered by reciprocating engines;
- Group 8 – pressurised aeroplanes of all-metal construction, with a maximum certificated mass exceeding 5 700 kilograms;
- Group 9 – rotorcraft powered by turbine jet engines, with a maximum certificated mass of 3175 kilograms or less;
- Group 10 – rotorcraft powered by turbine jet engines, with a maximum certificated mass exceeding 3175 kilograms;

- Group 11 – aeroplanes constructed of composites, with a maximum certificated mass exceeding 5 700 kilograms;
- Group 12 – balloons;
- Group 13 – trikes; and
- Group 14 – all other aircraft.

For the purposes of Approved Person Certificate, non type certified engines or type certified engines fitted to non type certified airframes are classified into the following groups:

- Group 01 – all horizontally opposed normally-aspirated piston engines;
- Group 02 – all horizontally opposed turbo-normalised, turbo-charged and supercharged piston engines;
- Group 03 – all in-line piston engines;
- Group 04 – all radial engines;
- Group 05 – turbine jet engines; and
- Group 06 – all other engines.

The categories of ratings for an APC1: inspection certificate for Approved Persons are –

- Category A rating, for all types of –
 - (i) aeroplanes registered in the Republic, either singly or in the groups referred to in regulation 66.04.4; or
 - (ii) rotorcraft registered in the Republic, either singly or in the groups referred to in regulation 66.04.4;
- Category C rating, for all types of engines installed in –
 - (i) aeroplanes registered in the Republic, either singly or in the groups referred to in regulation 66.04.4; or
 - (ii) rotorcraft registered in the Republic, either singly or in the groups referred to in regulation 66.04.4; and
- Category W rating, for any –
 - (i) avionic equipment;
 - (ii) electrical equipment;
 - (iii) instrument equipment; or
 - (iv) combination of such equipment,

installed in aircraft registered in the Republic.

The categories of ratings for an APC2: repair and maintenance certificate for Approved Person are –

- Category B rating, for all types of –
 - (i) aeroplanes registered in the Republic, either singly or in the groups referred to in regulation 66.04.4; or
 - (ii) rotorcraft registered in the Republic, either singly or in the groups referred to in regulation 66.04.4;
- Category D rating, for all types of engines installed in –
 - (i) aeroplanes registered in the Republic, either singly or in the groups referred to in regulation 66.04.4; or
 - (ii) rotorcraft registered in the Republic, either singly or in the groups referred to in regulation 66.04.4; and
- Category X rating, for –
 - (i) the installation of compasses;
 - (ii) the installation of engine ignition equipment;
 - (iii) the installation of variable-pitch propellers;
 - (iv) the installation of instruments, including or excluding electrically operated instruments;
 - (v) the installation of electrical equipment;
 - (vi) the installation of automatic pilots; or
 - (vii) the installation of avionic equipment, including or excluding equipment employing pulse techniques.

1.1.4 QUALITY CONTROL SYSTEM

The Quality Control System means a system implemented by the AeCSA-APS whereby all of the ARO's policies, distribution of responsibility and authority, procedures, practices and standards are monitored, controlled and maintained.

PART 1: GENERAL

SECTION 2: AeCSA-APS REQUIREMENTS

1.2.1 INTRODUCTION

The AeCSA-APS MOP document is a document that details the functions relating to the operation of an Approved Person Scheme as set out by Part 66.4 of the Civil Aviation Regulation of 2011, as amended, as well as the overseeing of the construction, restoration and maintenance of NTCA using the said Approved Person Scheme as per the requirements of Part 24 of the Civil Aviation Regulation of 2011, as amended, and the MOP.

The AeCSA Technical Committee is responsible for keeping the members up to date with the contents of the AeCSA-APS MOP.

1.2.2 NUMBER OF COPIES

Two master copies of the MOP shall be produced in typed (original) format and be submitted to The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, and in terms of Part 149.01.02 of the regulations for formal approval.

Upon approval, one copy shall be retained by The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, and in terms of Part 149.01.02 of the regulations and the other will be returned to the General Manager, AeCSA.

1.2.3 MANDATORY DISTRIBUTION

An electronic copy of the MOP will be made available on the Aero Club of South Africa as well as the Recreation Aviation Administration South Africa (RAASA) website.

1.2.4 AMENDMENTS AND REVISIONS

Amendments to the AeCSA-APS MOP must be produced as new or replacement pages.

Amendments, revisions, notices or annotated changes to the MOP will be made available to all APs by the Technical Committee and/or the General Manager, AeCSA.

Handwritten amendments to the AeCSA-APS MOP may only be permitted in situations requiring immediate amendment or revision in the interest of aviation safety.

The new or replacement pages must be allocated an amendment series number, date of issue and recorded in the Amendment Record Sheet. The signature of the originator of the amendment must also appear.

Amendments will be issued to all holders of the AeCSA-APS MOP as soon as is practically possible.

In cases of utmost urgency because of the information contained in the amendment, it will be necessary to issue a notice, or annotated change to APs. This notice, or annotated change, will be replaced by an amendment to the AeCSA-APS MOP as soon as possible.

Amendments, revisions and additions to the AeCSA-APS MOP must be approved by the Technical Committee.

In reviewing or altering in anyway the contents of the AeCSA-APS MOP, AeCSA-APS is aware that The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, is required to approve the changes to the MOP.

It is fully understood that any amendments to the MOP shall be presented to The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, for approval, in duplicate, before being incorporated.

On approval the MOP and all controlled copies thereof will be amended accordingly.

AeCSA-APS will encourage its members to comment on the presentation and the information contained within the AeCSA-APS MOP to ensure that the document remains as user-friendly as possible.

1.2.5 REVIEW OF THE QUALITY CONTROL SYSTEM

The Accountable Manager shall hold meetings together with all office bearers to review the quality control system in order to identify deficiencies and non-conformity in the system and to identify as to whether the system needs to be improved or otherwise updated to meet new requirements as required.

PART 1: GENERAL

SECTION 3: OPERATIONAL CONTROL/SUPERVISION.

1.3.1 SUPERVISION OF THE ARO:

The Technical Committee shall be directly responsible for the control and supervision required by this ARO.

The General Manager shall be responsible for the establishment and supervision of methods of record keeping.

1.3.2 ADMINISTRATIVE REQUIREMENTS:

All administrative requirements i.e. processing of applications, examination, issuing and amending of approved person certificates, distribution of information as well as record keeping as required by the ARO and regulations shall be performed by The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be.

1.3.3 AECSA-APS OPERATIONAL INFORMATION

Operational Notices (OPNs) to members and APs relating to operational procedure of this ARO will be issued by the Technical Committee.

These OPNs will be numbered, have affective dates, and be signed by the Accountable Manager and distributed to the APs by the General Manager or the organisation designated for the purpose in terms of The Act, as the case may be.

Operational Notices will relate information with regard to:

- Changes in policy
- Changes organisational structure
- Any other information that the Technical Committee deems to be of value from an organisational point of view.

1.3.4 AECSA-APS TECHNICAL INFORMATION BULLETINS

Technical Information Bulletins (TIBs) issued by the Technical Committee relating to technical standards may be issued from time to time and distributed to Approved Persons.

These TIBs will be numbered, have affective dates, and be signed by the Accountable Manager and distributed to the APs by the General Manager or the organisation designated for the purpose in terms of The Act, as the case may be.

These bulletins will relate to the following information:

- Changes to Technical Standards
- Changes to Construction and Maintenance Procedures
- Revised TBOs or mandatory replacements
- Any other information that the Technical Committee deems to be of value from a safety point of view.

1.3.5 OPERATING AND REPORTING FORMS

The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, will have available on their respective websites the forms and documents required to conduct the administrative functions of this ARO in a professional and organised manner.

The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, has been charged with the overall control of these documents and will ensure the master copy of each is retained on file.

1.3.6 CHANGES AND REVISIONS

All changes and revisions shall be done in accordance with the procedures as set out in this document.

SECTION 4: ASSOCIATION BACKGROUND

1.4 ASSOCIATION BACKGROUND

1.4.1 PROFILE

AeCSA-APS qualifies as an Aviation Recreation Organisation in terms of Part 149 of the Civil Aviation Regulation of 2011, as amended.

1.4.2 PERSONNEL

The personnel needed to perform the administration required by this ARO will be provided The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be.

Competent full-time or part-time personnel will be employed that will have high levels of expertise and can provide quality of service in compliance with **CAR 149.02.4**

1.4.3 FACILITIES

The General Manager shall ensure that the facilities and equipment provided by The Director for Civil Aviation, or the organisation designated for the purpose in terms of The Act, as the case may be, are adequate to enable the organisation to function as required by CAR 149.02.5.

PART 2: ORGANISATION AND RESPONSIBILITIES

SECTION 1: STRUCTURE

2.1.1 STRUCTURE

AeCSA-APS Organogram (See ANNEXURE A)

2.1.2 TECHNICAL COMMITTEE

The Technical Committee shall consist of;

- Accountable Manager (Chairman)
- General Manager (Aero Club General Manager)
- Technical Representatives which shall include representatives from the following interest groups:
 - (i) EAASA - Experimental Aircraft Association of South Africa
 - (ii) AHASA - Aircraft Homebuilders Association of South Africa
 - (iii) MISASA - Microlight and Light Sport Aeroplane Association of South Africa
 - (iv) SAGPA - South African Gyroplane Association of South Africa
 - (v) SAHPA - South African Hang and Paragliding Association
 - (vi) BAFSA - Balloon and Airship Federation of South Africa
 - (vii) SSSA - Soaring Society of South Africa

- **Co-opted Members**

Members as required from time to time

The General Manager will update the names and positions of the AeCSA-APS Technical Committee members annually or such time that there has been an official change in the Technical Representative for the interest groups listed above.

2.1.3 COMPETENCY

The competency of personnel of Technical Committee will include, as a minimum, the following;

- **Accountable Manager** (Chairman)

An appropriately qualified senior AeCSA-AP with substantial technical knowledge and experience of Non Type Certificated Aircraft construction and maintenance and preferably with administrative experience.

The Accountable Manager will be elected or appointed by the technical representatives.

- **General Manager**

The General Manager, shall be the General Manager of the Aero Club of South Africa who shall perform the administrative services required by this ARO. The

General Manager shall have thorough knowledge of general management and aviation legislation relating to the parts referred to in this document as well as good technical knowledge of the NTCA aircraft covered by this ARO.

- **Technical Representatives**

An appropriately qualified **AeCSA-AP** or individual with substantial technical knowledge and experience of NTCA construction and maintenance relating the interest group or section specific activities.

The technical representatives will be elected, appointed or nominated accordance with the interest group or section constitution.

- **Co-opted members**

Required competencies will be defined by the Technical Committee.

SECTION 2: RESPONSIBILITIES AND DUTIES

2.2.1 TECHNICAL COMMITTEE

The Technical Committee will have at least regular quarterly meetings to discuss the business of this ARO.

No other person or organization will have the power to act, or make any decision on behalf of the Technical Committee, unless such person or organization has been specifically authorized in writing by the Accountable Manager acting with the authority of the Technical Committee.

The Technical Committee will ensure that all AeCSA-APs are acting according to the procedures as set out by this document, and to take any action against AeCSA-AP's non-conforming.

The Technical Committee will, from time to time review the privileges, limitations and fee structure applicable to ACSA-APs.

2.2.2 ACCOUNTABLE MANAGER (Chairman)

He or she will be responsible for setting the standards for examination of AeCSA-AP in topics related to their responsibilities and duties.

He or she will be responsible for the drafting of Technical Information Bulletins as and when required.

He or she will be responsible for the review of the Quality control system.

He or she will be responsible for, with the help of RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act, the continuous education of APs in maintenance and construction of Non Type Certificated Aircraft which will include:

- Running of AeCSA-AP training, currency and refresher programs in the form of seminars
- Hosting of builders workshops
- Research for local materials

2.2.3 GENERAL MANAGER

The responsibilities of the General Manager can be summarized as follows:

- He or she will have the duties rights and responsibilities defined in Part 149.02.4 (1) (i) to (v) inclusive and be responsible for implementing and operating acceptable administration procedures to ensure accountability and transparency of the administrative activities of this ARO.
- He or she will be responsible for all the maintenance of the Manual of Procedure, which will include insertion of amendments and revisions, the issue of each individual volume and for ensuring that appropriate amendments and revisions are dispatched to the holders of the individual volumes.
- He or she will ensure that persons appointed on an *ad hoc* basis will be competent to

assume the responsibilities associated with the task for which they are appointed.

- The General Manager will be responsible for the upkeep of the AeCSA-AP list and the information reflected on it.
- The General Manager will be responsible for the upkeep of the Technical Information Bulletin register.

2.2.4 TECHNICAL REPRESENTATIVE

The responsibilities of the Technical Representative can be summarized as follows:

- He or she will be representing his or her relevant AeCSA Section on the Technical Committee.
- He or she will be responsible for all communication relating to technical matters between his or her relevant section and the Technical Committee.

2.2.5 CO-OPTED MEMBERS

Special or additional personnel as required by the Technical Committee to assist in the running of the organisation.

2.2.6 AeCSA-AP

AeCSA-APs appointed in accordance with the procedures as set out in this MOP and shall carry out such inspection or repairs, which can include servicing and overhaul, within the limitations of his or her his approved person certificate, of components as may be called for from time to time by the builder or owner of a NTCA.

All inspections or repairs shall be carried out in accordance with the guidelines as set out in the AeCSA-AP MOP, or in terms of the manufacturers recommended practices and/or in accordance with the requirements contained in the current Civil Aviation Regulation and/or as arranged with the builder or owner.

2.2.7 RAASA OR DESIGNATED BODY

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act shall perform the administrative activities required by this ARO which includes but is not limited to the following :

- The upkeep of the AeCSA-AP list and the information reflected on it as required by the CARS;
- The upkeep of the Technical Information Bulletin register;
- Receiving and processing applications for approved person certificates;
- Maintaining a record of approved person examination results;
- Processing amendments to and issuing of approved person certificates.
- Processing the cancellation or suspension of approved person certificates on instruction of the Technical Committee or Director of CAA

PART 3: RESOURCES

SECTION 1: COMPETENCY CONTROL/TRAINING

2.1 COMPETENCY CONTROL/TRAINING

2.1.1 COMPETENCY CONTROL

AeCSA-APS shall ensure that all AeCSA APs will be adequately trained and/or qualified for the work they perform.

2.1.2 TRAINING

All the holders of Approved Person Certificates shall be required to familiarise themselves with the procedures of the manual of procedures and the requirements of the CAR of 2011, as amended.

Training by way of seminars, workshops and formal courses shall be held, as necessary, to enable members and Approved Persons to acquire in-depth knowledge of technical subjects relating to the construction, maintenance and restoration of NTCA.

Training received by Approved Persons shall be recorded on the Approved Persons file, which is retained at RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act.

2.1.3 CERTIFICATION

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act will issue a certificate to a qualified Approved Person showing the date of validity, category, class, and groups applicable to the holder.

This certificate must be displayed at the AP's principal place of business or in the case of an AP holding only an Inspection Rating i.e. a Class II certificate be available on demand to any member wishing to have his aircraft inspected.

2.1.4 RESPONSIBILITY

The General Manager will ensure that the personnel responsible for the administration of this ARO will be adequately trained to perform the tasks required.

SECTION 2: EQUIPMENT

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act will make available adequate resources to enable the personnel tasked with the administration of this ARO to carry out their duties, as per the requirements of CAR 149.02.5.

SECTION 3: PERSONNEL

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act will make available adequate resources to enable the personnel tasked with the administration of this ARO to carry out their duties, as per the requirements of CAR 149.02.5.

PART 4: **QUALITY CONTROL**

SECTION 1: **IMPLEMENTATION**

4.1.1 IMPLEMENTATION THE QUALITY CONTROL SYSTEM

The following will be done to ensure that this ARO's Quality Control System is documented and implemented in accordance with the specified requirements of the SA-CATS-ARO:

- the planning and documentation of the system;
- the identification of controls necessary to achieve and maintain quality with regard to, inspection techniques, human resources, product and services;
- the identification and preparation of quality records.

4.1.2 PERSONS RESPONSIBLE FOR IMPLEMENTING THE QUALITY CONTROL SYSTEM

The implementation of the Quality Control System in terms of policies and procedures is the responsibility of the Accountable Manager.

The Technical Committee shall ensure that all the APs have access to this Manual of Procedure and that the information contained herein is understood, implemented, maintained and adhered to.

4.1.3 REVIEW OF THE QUALITY CONTROL SYSTEM

The Accountable Manager will initiate corrective action for the above, in accordance with this ARO's procedures.

Information tabled at the meeting to help review the system would include the following:

- Records of member complaints
- Internal and external audit reports
- Approved Person records
- Non-conformity report forms
- Corrective action records
- Process control records.

SECTION 2: PROCEDURES RELATING TO THE UPKEEP OF THIS DOCUMENT

To provide the assurance that the Quality Control System is both transparent, user-friendly and that standards are maintained, the following procedures have been instituted by AeCSA-APS.

4.2.1 DOCUMENT AND DATA CONTROL

Documents are categorized into three levels, as follows:

- Level 1:** Manual of Procedure
- Level 2:** Documents that deal with Quality Control and Quality Assurance Procedures. Documents that describe the work to be done and specify clearly the responsibility of the General Manager in regard to his participation in that procedure.
- Level 3:** All quality related documents not categorized under Level 1 and 2.

They would typically consist of the following:

- Records and record forms on which quality and safety related information data are captured and stored. This would include inspection and test records, audit and review finding reports, corrective action records, non-conformity reports, summaries of routine quality reports, minutes of meetings of the Technical Committee and process control records.
- Stock lists and asset lists.
- Receipts and invoices relating to the day-to-day running of the business.

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act has a Record Centre where all the organisations level 1, 2, and 3, master documents are maintained. The Record Centre incorporates a system whereby all documents are registered and listed. This is known as the Record Index.

4.2.2 INITIATING A NEW DOCUMENT

To create a new document, a draft, which is clearly marked as such, with a proposed title is submitted to the Accountable Manager for approval by the Technical Committee. If there are no amendments, the document will be forwarded to the General Manager for registration, review and finalization.

If changes or corrections are requested then the document must be re-submitted for approval and authorization from the Technical Committee.

The authorized document is then registered into the Record Index. The original may also be stored in a computer memory, but must also be available in hard copy form and held in safe keeping in the Record Centre.

This procedure shall apply to the issue of all new manuals, procedures, work instructions, records and reports containing data related to quality, as well as changes made to such

documents already issued in the quality system, in all work areas of the organization.

4.2.3 AUDITING

The Technical Committee shall at least once per year audit the procedures of the MOP to ensure and verify conformity with the requirements of the South African Civil Aviation Regulation of 2011, as amended.

If and when a deficiency or nonconformity is found, the Accountable Manager shall immediately initiate corrective action in accordance with this MOP and follow-up to verify and ensure that the corrective action taken was effective.

AeCSA-APS shall permit an authorized officer, inspector or authorized person to carry out such inspections and audits which may be necessary to verify the validity of any application made in terms of document SA-CATS-ARO or regulation CAR 149.01.2, as the case may be. Also, to verify and determine compliance with the appropriate requirements prescribed by the South African Civil Aviation Authority.

4.2.4 UPDATING OF AeCSA-AP DATA

A record of AeCSA-AP data as indicated below will be kept and updated on a regular basis by RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act:

- The full name of the certificate holder
- Postal address and contact details of the holder of the certificate
- The date of which the certificate was issued, renewed or reissued
- Particulars of categories, ratings, classes, groups and types endorsed on the Approved Person Certificate
- Particulars of courses, seminars and workshops giving dates and description
- Record of Non Conformances

The data will be updated within 7 days of receiving notice either by fax, email or letter. The format of the data record is contained in Annexure B. The Approved Persons data would be updated as required.

SECTION 3: PROCEDURES RELATING TO THE USERS OF THE AeCSA-APS

4.3.1 AeCSA MEMBERSHIP

Any persons wanting to make use of the AeCSA APS i.e. an AeCSA-AP and the owner of the aircraft, must be a member in good standing of the AeCSA and one of the sections of the AeCSA.

The owner shall present the AeCSA-AP with a valid AeCSA membership card before the inspections, construction or repairs to his or her project or aircraft shall commence.

If a current AeCSA membership card cannot be provided, no inspection, maintenance or repair work shall be performed.

In cases where an aircraft is owned by a company, business, trust or partnership, the following shall apply.

Partnerships, Trusts and Closed corporations	Partner, Trustee or member requesting the inspection, construction or maintenance must be a member of the Aero Club of South Africa.
Companies	Managing director or Owner must be a member of the Aero Club of South Africa.

4.3.2 DESIGN AND CONSTRUCTION OF NON TYPE CERTIFICATED AIRCRAFT

All construction work must be performed in accordance with the acceptable standards as prescribed by the SA CATS-AR , as required by the manufacturer and in accordance with the requirements of the Part 24, as amended.

All the construction or repair work performed by the owner of a project or aircraft, shall be subjected to an inspection by and be approved by an Approved Person.

The owner shall ensure that the Approved Person performing such inspections shall have the required categories, classes, and groups endorsed on his Approved Person Certificate.

If during such inspection the Approved Person would find that work has been performed or materials have been used which doesn't conform to the standards set by the SA CATS-AR, a Non Conformance Report (NCR) shall be issued as per Annexure C stating the particulars of the non conformance and the remedial action required.

It is the member's responsibility to ensure that the proposed corrective action is taken.

4.3.3 MAINTENANCE OF NTCA

4.3.3.1 ACCEPTED MAINTENANCE SCHEDULE

The owner shall ensure that his or her NTCA is maintained in accordance with its Accepted Maintenance Schedule as required by Part 44.02 of the Civil Aviation Regulation of 2011, as amended, and in such a manner that it is airworthy at the commencement of any flight

4.3.3.2 ANNUAL INSPECTIONS

All NTCAs shall undergo an annual inspection not later than 365 days since the previous annual inspection, or an inspection equivalent to an annual inspection was carried out. The items to be inspected as part of an annual inspection are those listed in Document SA-CATS-NTCA for the particular type of aircraft, and shall be incorporated in the Accepted Maintenance Schedule.

The annual inspection shall be recorded in the aircraft logbook and certified by the AeCSA-AP by whom or under whose direct supervision, the annual inspection was carried out.

Within fourteen days from the day that the annual inspection is completed, the annual inspection forms, as prescribed in Document SA-CATS-NTCA, together with the application for a new Authority to Fly shall be completed and forwarded to RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act, together with the currency fee prescribed in Part 24.02.8 of the CAR 2011.

The inspection prior to the issue of a Proving Flight Authority and the inspection prior to the issue of an Authority to Fly of an amateur-built or production-built aircraft referred to in Part 24.02.2(5)(d), shall be carried out by an appropriately rated AeCSA-AP or any other Approved Person who may not be the owner of the aircraft even if the owner is also an appropriately rated Approved Person.

4.3.3.3 PERIODIC AND OTHER INSPECTIONS

In addition to the annual inspection, the Technical Committee may prescribe additional periodic inspections for NTCA, depending on the type of aircraft and its intended use.

A schedule reflecting the periodic inspections shall be incorporated in the Accepted Maintenance Schedule.

In addition to the periodic inspections, the Technical Committee may prescribe any additional inspection of a NTCA if considered necessary in the interest of safety.

4.3.3.4 MANDATORY MAINTENANCE

All special inspections and modifications prescribed by the Technical

Committee to detect and correct an unsafe condition of a NTCA shall be considered mandatory.

4.3.4 RECORD KEEPING AND AUDITS

Unless specifically exempted in terms of Part 94 of the CAR 2011, as amended, the owner of an NTCA shall maintain proper maintenance records as prescribed in Document SA-CATS-NTCA.

The member shall ensure that all documentation relating to his or her project or aircraft is available for inspection by the AeCSA-AP.

These documents shall include the following :

- Build number certificate (if applicable);
- Build Standard (if applicable) containing;
 - i. project information sheet;
 - ii. photo graphs of construction stages;
 - iii. construction diary;
 - iv. material specifications;
 - v. Non Conformance Records Previously issued;
- Accepted Maintenance Schedule;
- Airframe, Propeller and Engine logbooks (Airframe logbook only for aircraft not requiring three logbooks as per Part 44 of the Civil Aviation Regulation); and
- Any other documentation deemed of importance by the owner or requested by the Approved Person.

The AeCSA-APs, on request of the Technical Committee, may from time to time carry out audits of the equipment, records and procedures to ascertain whether the aircraft continues to be maintained in a safe and satisfactory manner, and the owner shall allow unrestricted access thereto.

4.3.5 NON CONFORMANCE

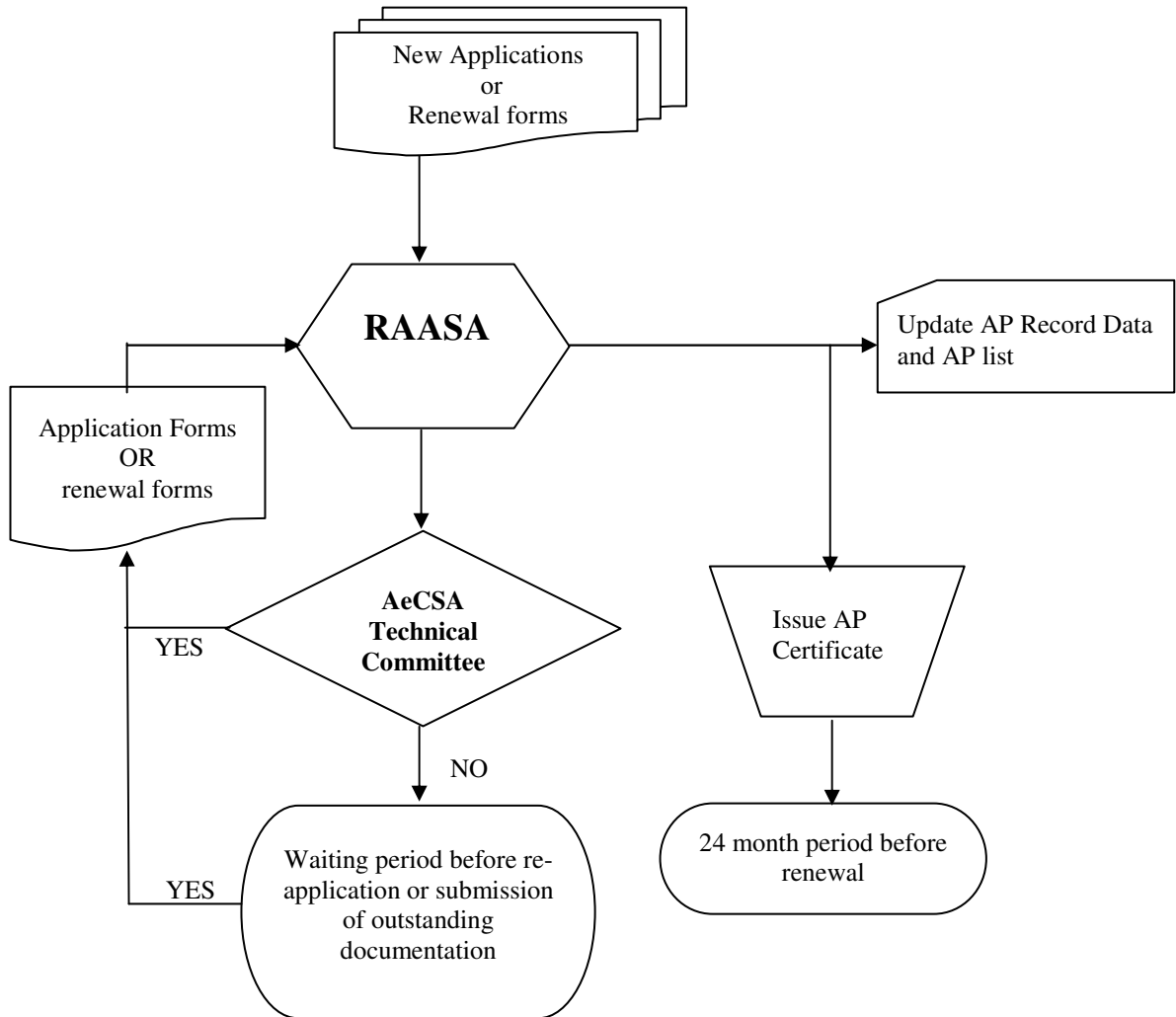
If during such inspection the Approved Person would find that work has been performed or materials have been used which doesn't conform to the standards set by the Civil Aviation Regulation of 2011, as amended, a NCR shall be issued as per Annexure C, stating the particulars of the non conformance and the remedial action required.

If the members refuse to comply the Technical Committee will refer the matter to the members relevant section executive for further action.

PART 4 : PROCEDURES

SECTION 4: PROCEDURES RELATING TO APPROVED PERSON CERTIFICATES

4.4.1 FLOW CHART APPLICATION FOR OR RENEWAL OF AN APPROVED PERSON CERTIFICATE



4.4.2 TABLE : CATEGORIES RATINGS, CLASSES AND GROUPS FOR WHICH AN APPROVED CERTIFICATE CAN BE ISSUED.

Category	Class	Groups		
Aeroplanes/ helicopters/ gyroplanes and gyrogliders/ gliders incl. power assisted and touring gliders/ balloons/ powered paragliders, powered hang- gliders and paratrikes	APC1 APC2 APC3	Airframes	1	aeroplanes of wooden construction, with a maximum certificated mass of 5 700 kilograms or less
			2	aeroplanes constructed of composites, with a maximum certificated mass of 5 700 kilograms or less
			3	aeroplanes of fabric-covered tubular-metal construction, with a maximum certificated mass of 5 700 kilograms or less
			4	unpressurised aeroplanes of all-metal construction, with a maximum certificated mass of 5 700 kilograms or less
			5	pressurized aeroplanes of all-metal construction, with a maximum certificated mass of 5 700 kilograms or less
			6	unpressurised aeroplanes of all-metal construction, with a maximum certificated mass exceeding 5 700 kilograms
			7	rotorcraft powered by reciprocating engines
			8	pressurized aeroplanes of all-metal construction, with a maximum certificated mass exceeding 5 700 kilograms
			9	rotorcraft powered by turbine jet engines, with a maximum certificated mass of 3 175 kilograms or less
			10	rotorcraft powered by turbine jet engines, with a maximum certificated mass exceeding 3 175 kilograms
			11	aeroplanes constructed of composites, with a maximum certificated mass exceeding 5 700 kilograms
			12	balloons
			13	trikes
			14	all other aircraft
	Engines and Propellers	1	all horizontally opposed normally-aspirated piston engines	
		2	all horizontally opposed turbo-normalized, turbo-charged and supercharged piston engines	
		3	all in-line piston engines	
		4	All radial engines	
		5	Turbine jet engines	
		6	All other engines	
	Equipment (W)	Avionics	Inspection	
		Electrical		
		Instruments		
		Combination of equipment		
	Equipment (X)	Compasses	Installation	
		Engine ignition equipment		
		Variable pitch propellers		
		Instruments		
Electrical equipment				
Automatic pilots				
Welding	Steel	Gas, Tig		
	Aluminum			

4.4.3. REQUIREMENTS TO APPLY FOR AN APPROVED PERSONS CERTIFICATE

- 4.4.3.1 Any natural person wanting to apply for an Approved Person Certificate will satisfy the committee of the minimum requirements as per Part 66.04.8.
- 4.4.3.2 An applicant for the issuing of an Approved Person Certificate with a inspection rating in the airframe, engine or equipment class shall either:
- 4.4.3.2.1 be the primary builder of, and have obtained an Authority to Fly for his or her aircraft, or failing that,
 - 4.4.3.2.2 have obtained proven aircraft maintenance experience for at least 12 months, compatible with the rating her or she is applying for.
- 4.4.3.3 An applicant who wishes to obtain a rating to perform repairs on NTCAs will in addition to the above, provide sufficient evidence to the Technical Committee that he or she has the facilities, equipment and quality control procedures in place in order to perform the repairs to which he will be entitled to under the repair rating that he or she is requesting.
- 4.4.3.4 An applicant who wishes to obtain a rating to perform repairs or inspection in the welding class shall be the holder of any kind of welding certificate from a recognized institution. This certificate doesn't necessarily have to be for aircraft welding. (Part 66.04.16 (5)).

4.4.4 APPLICATION PROCEDURE

The application must be submitted on the application form using Form RA66-01 together with the requirements for application stated on the form and submitted to RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act

On acceptance of the application by the committee, the applicant shall be requested to write online examinations relating to the categories, classes and groups he or she has applied for.

On passing the examination, the application for the issuing of an Approved Person Certificate can be processed by RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act.

An Approved Person Certificate is the document that will allow a natural person who has been authorised in terms of Part 66 subpart 04 to carry out maintenance on a non-type certificated aircraft in compliance with the applicable aircraft maintenance schedule.

The certificate will have a unique number, which will be associated with the Approved Person indefinitely i.e. this number will be related to that specific Approved Person even after cancellation of the Approved Person Certificate.

The certificate will be in a format as determined by RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act from time to time.

4.4.5 EXAMINATION PROCEDURES

The pass mark for any written technical examination is 75%.

A candidate who fails with a mark :

- of equal or more than 60% and but less than 75%, may apply to be entered for the following exam sitting ;
- of between 50% and 59%, both inclusive, has to wait 6 months before applying to write again;
- of less than 50%, will have to wait for 12 months before re-applying.

A candidate who is unsuccessful with his or her second attempt, and shows no improvement on previous attempts, will have to wait 18 months before he or she will be allowed to enter for the same examination.

The contents of the examinations shall be determined and reviewed by the Technical Committee from time to time.

Examinations will be written online and can be written at any RAASA/SACAA approved Aviation Training Organisation examination centers or at the RAASA offices.

An applicant accepted for examination shall be required to answer questions to demonstrate his or her knowledge of the categories, ratings with special emphasis on the category, classes and groups for which he or she is applying for.

4.4.6 QUESTION BASE

Questions will be put to the candidate on the following topics:

- Acceptable maintenance and construction practices as per AC43 or similar relevant to the category, class and group;
- An applicant shall also be required to demonstrate his or her knowledge of the CAR of 2011, as amended, relating to NTCA (Parts 24, 66.04 and 94) as they apply to the holder of an Approved Person Certificate as well as the procedures contained in this document.
- Practical arithmetical calculations, involving vulgar and decimal fractions and percentage calculations.
- An applicant shall also be required to demonstrate his or her practical knowledge of inspection, the use of measuring instruments and the interpretation of drawings.

A section on the category, class and group he or she is applying for will include questions relating to:

- The various terms used in aircraft construction and aerodynamics, the functioning of each component of a conventionally controlled 3-axis aeroplane, weight shift

controlled microlight, gyrocopter, helicopter, or balloon, and the elementary principles of theory of flight of each of these aircraft, where applicable for the rating applied for.

- The method of determining the mass and the position of the center of gravity of the particular aircraft for the category he or she is applying for and the preparation of a mass and balance schedule.

For the applicant to obtain an Inspection or a Repair rating for airframes he or she shall be examined on aspects relating to Airframes in general as well as aspects dealing with the inspection or repair of airframes relating to the category, class and group he or she is applying for.

Questions relating to Airframes in General shall include:

- Defect and deterioration of metallic materials, treatments and methods used against corrosion.
- Defects and deterioration of wooden structures, including treatments and methods used in this connection, where applicable.
- Defects and deterioration of materials - other than wood or metal- such as fabric, dopes, rubber, etc.
- Treatments and methods used in rectifying defects encountered, where applicable.

Questions relating to the inspections of Airframes shall include:

- The inspection and checks for alignment after assembly of aeroplane structural components.
- The inspection during and after adjustment of flying controls.
- The correction of faults experienced in flight, with particular reference to rigging and control settings.
- The inspection of control mechanisms for defects and deterioration.
- The inspection and scope of investigation following heavy landings.
- The inspection of under-carriage shock-absorbing systems, brakes, wheels and tyres.

Questions relating to the repairs of Airframes shall include:

- General maintenance of the airframe and minor repairs.

For the applicant to obtain an Inspection or a Repair rating for Engines and Propellers he or she shall be examined on aspects relating to engines and propellers in general as well as aspects dealing with the inspection or repairs of engines and propellers, relating to the category, class and group he or she is applying for.

Questions relating to Engines and Propellers in General shall include:

- The principles of operation of the engine and its parts and accessories.
- The principles of operation of carburetors and/or injectors, inspection of carburetors or injectors and induction systems, fuel control units, fuel manifolds, nozzles and combustion chambers, test for functioning and defects.
- The principles of gas turbine engines, air and gas flows, engine pressure ratios, rotor speeds, temperatures, torques, thrust and thrust reversing, where applicable.
- The principles of supercharging turbo charging and the operation of boost controls, inspection for correct assembly adjustment and functioning, where applicable.
- The principles of variable-pitch propellers and controlling devices inspection of correct assembly and functioning, de-icing ground testing and rectification of defects, where applicable.
- The principles, functioning, operation, adjustment and control of the equipment used for testing engines
- The composition, properties, uses, defects and protection against corrosion and deterioration of the principal materials used in the construction of the engine, its parts, accessories and installation.

Questions relating to the inspection of Engines and Propellers shall include:

- The inspection of the complete engine, including controls for correct assembly and functioning.
- The inspection, adjustment and testing of an engine and all its accessories after overhaul, including the measurement of the power developed and of the fuel and oil consumption.
- The inspection and checking of the correct functioning of propeller control systems, where applicable.
- The inspection of fixed-pitch propellers, fans, compressors, turbines, inspection, repairs and replacement of rotors and blades and checks during assembly to engine, where applicable.
- The inspection of the complete fuel, oil, pneumatic and, where applicable, coolant systems and tests for functioning and defects and methods of rectification.
- The inspection of ignition systems and high tension harnesses for correct installation, condition, timing and functioning, and test for defects and methods of rectification
- The inspection and checks on complete installation and systems, as required during engine installation.
- The methods of inspection during overhaul of the parts of an engine for wear,

misalignment, distortion and damage. The defects likely to be encountered and their rectification, the permissible allowances for wear and distortion and the balancing of parts.

- The inspection and methods of checking the finished parts prior to and during assembly into the complete engine for correct alignment, mass and balance.
- The inspection of metallic materials during the manufacture of metal forgings, castings and pressings into engine parts, the repair of parts and of the workshop processes involved, heat treatments, including temperature control of hardening, tempering, case hardening and normalizing procedures, and of welding, white metalling, soldering, brazing, electroplating and other protective treatments against corrosion and deterioration.
- The methods of examination and physical testing of metal forgings, castings and pressings used in the construction of the engine, for the detection of characteristic defects which may render them unsuitable and to ensure compliance with both specification and drawing requirements.
- The methods of examination and physical testing of both ferrous and non-ferrous metallic materials used in the construction of the engine to ensure compliance with specification requirements.
- Typical faults and defects calling for partial overhaul or other rectification that provided the crankcase halves of a piston engine are not dismantled.
- The methods of checking engine instruments for correct functioning, the inspection of engine instruments and instrument installations in aeroplanes and methods of making check calibrations.
- The preparation of an inspection report on the condition of an engine stripped down for complete overhaul for parts accessories and installation

Questions relating to the repairs of Engines and Propellers shall include:

- General maintenance of the engine and its installation, including minor repairs.
- The method of systematically carrying out the complete overhaul and repair of the engine, its parts and accessories, not incorporating electric principles but including the replacement of the mechanical parts of a magneto.
- Methods of rectification of defects, inspection during and after re-assembly.
- Methods of inspection for defects during rectification, clearances and allowances for wear and distortion.
- Where applicable, the assembly of variable-pitch propellers dismantled for ease of transport, provided the propeller hub is not dismantled or split, assembly of propeller to engine, inspection of damage to propellers, permissible limits and methods of rectification

- Preparing engines for initial installation and inhibiting of engines.
- Dismantling of modules of turbo propeller and gas turbine jet engines for repairs for overhaul and testing.
- Testing and tuning during ground running in accordance with the manufacturer's recommended procedure, including diagnosis of all types of running faults.

For the applicant to obtain an Inspection or a Repair rating for Equipment he or she shall be examined on equipment in general as well as aspects dealing with the inspection or repair of equipment, relating to the group he or she is applying for.

- The methods of checking flying instruments for correct functioning, the inspection of instruments and instrument installations in aeroplanes and methods of making check calibrations.
- The inspection of electrical installations in aeroplanes and testing for correct functioning and condition.
- Where applicable, general principles of operation of the particular type of automatic pilot installed in the aeroplane.

4.4.7 **ISSUING OF APPROVED PERSON CERTIFICATE**

RAASA or the body designated by the director of the SACAA in terms of the Civil Aviation Act shall issue the applicant with an Approved Person Certificate after the applicant's application form, together with the substantiating documentation, is recommended by the Technical Committee, the online examinations are written and passed and the applicable fee paid.

RAASA OR THE BODY DESIGNATED BY THE DIRECTOR OF THE SACAA IN TERMS OF THE CIVIL AVIATION ACT shall issue the certificate on receipt of the of the required fee as determined by the Technical Committee from time to time.

Upon receiving the approved person certificate, the applicant shall forthwith affix his or her signature in ink in the space on the certificate for such purpose.

The certificate will clearly state the name and particulars of the person, the expiry date and the category, class and group held.

An approved person certificate will be valid for a period of 24 months, calculated from the date on which the approval is issued or from the date of expiry of the approval is renewed.

Any amendment of an approved person certificate shall be valid for the period for which the certificate is valid.

4.4.8 **RENEWAL OF AN APPROVED PERSON CERTIFICATE**

To renew an approved person certificate, the holder thereof shall:

- within the 24 month period, proceeding the date of expiry of the certificate have carried inspections or have performed maintenance work on at least two aircraft other than his own, in the category, class and group endorsed on his Approved Person Certificate.
- Within 30 days immediately proceeding the date of expiry submit a renewal form and proof of the aforementioned inspections to RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act.
- Proof of inspections will be copies from the Approved Persons inspection record book, CA308 RECORD OF EXPERIENCE (TV2/308) obtained from the Government Printer.

4.4.9 REISSUE OF AN APPROVED PERSON CERTIFICATE

The holder of an Approved Person Certificate that has expired or was cancelled will have to conform to the requirements of an initial issue.

PART 4: PROCEDURES

SECTION 5: PROCEDURES RELATING TO THE RESPONSIBILITIES OF THE CERTIFICATE HOLDER

4.5.1 PROCEDURE FOR INSPECTIONS OF NTCA

All annual inspections shall be done using an inspection sheet as per the aircraft/engine/propeller manufacturer or at least the standard inspection sheet as found in SA-CATS-NTCA.

4.5.1.1 PROOF OF MEMBERSHIP OF AERO CLUB OF SOUTH AFRICA

The AeCSA-AP will request proof of membership of AeCSA from the owner of the aircraft which is to be inspected before the inspection takes place.

4.5.1.2 DEALING WITH NON CONFORMANCE

If during such inspection, the AeCSA-AP finds work performed or materials used which are below standard and doesn't conform to the standards set by the SA-CAT-AR a NCR shall be issued as per Annexure C.

The NCR shall state the particulars of the non conformance and the remedial action required.

The AeCSA-AP shall record the NCR on the Non Conformity Log Sheet as per Annexure D.

The AeCSA-AP shall ensure that the required remedial action as was proposed by the NCR has been performed by the member on a further inspection.

The AeCSA-AP shall record the compliance in his or her inspection record book as well as on the NCR and the NCR log sheet in the build standard.

4.5.1.3 ENTRY INTO AIRCRAFT LOGBOOKS

The AeCSA-AP shall complete and enter all information relating to the inspection or repair into the build standard or the Airframe logbook (or the applicable book should the aircraft have an Airframe, Engine and Propeller logbook) and as required by Part 66.04.16 of the Civil Aviation Regulation of 2011, as amended.

The AeCSA-APS issued inspection stamp must be used to make entries into logbooks and build standards. The inspection stamp is mandatory for acceptance of documents submitted to RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act.

An inspection reminder containing a reference to the aircraft registration and expiry date or next 25, 50 or 100 hour inspection which ever may apply shall be affixed in the aircraft, in a place convenient and clearly visible, as to remind the

owner of the next inspection date.

The format of the inspection reminder card is shown in Annexure E.

4.5.1.4 ENTRY INTO APPROVED PERSON RECORD BOOK

Details of the inspection shall be recorded in the AeCSA-AP's inspection record book, CA308 RECORD OF EXPERIENCE (TV2/308), as required by Part 66.04.18 of the Civil Aviation Regulation of 2011, as amended and obtained from the Government Printer.

4.5.1.5 DOCUMENTATION REQUIRED BY RAASA AND/OR SACAA

The AeCSA-AP shall ensure that all documentation will be complete and is available for submission to RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act, when requested, or application is made by the builder or owner for any modifications or proving flight approval or Authority to Fly or renewal for an Authority to Fly.

These documents shall include the following:

- Application for Project registration.
A build number certificate has to be obtained from SACAA by the owner/constructor before in the early stages of the project. Application can be made on form CA24-01.
- Application for Proving Flight Authority to Fly.
Application to be made on forms CA24-01 and CA24-04. Requirements can be found on form CA24-09.
- Application for initial Authority to Fly.
Application needs to be made to SACAA on forms CA24-02 and CA24-04. Requirements can be found on form CA24-09.
- Application for the renewal of Authority to Fly.
For the initial renewal with RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act form RA24.02a needs to be completed.
For the renewal of a RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act issued Authority to Fly form RA24.02b needs to be completed.
In both these instances these forms have to be accompanied by form RA24.01. The requirements by RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act can be found on the individual forms.

4.5.1.6 AeCSA-AP CONSTRUCTION OR MAINTENANCE

All construction or maintenance work performed by an AeCSA-AP on behalf of the owner of an aircraft must be in accordance with the acceptable construction

and maintenance procedures as required by the manufacturer and in accordance with the requirements of the Part 24, as amended.

The Approved Person must have the appropriate category, class and group endorsed on his Approved Person Certificate before any such work can be undertaken.

All construction work performed by an Approved Person before the proving flight authority of the aircraft has been issued shall be subjected to inspection from an independent Approved Person with the appropriate category, repair rating, class, group and type category, class and group endorsed on his Approved Person Certificate.

4.5.1.7 RELEASE TO SERVICE (PART 44.01.13)

The holder of an Approved Person Certificate with the category, class and group applicable that specific aircraft endorsed in his or her approved person certificated, may issue a release to service, as prescribed in Part 44 of the CAR of 2011, for an aircraft provided that the provisions of Part 24 have been met in respect of the aircraft. The format for the Release to Service is as per Annexure F.

Further to the provisions of regulation 44.01.13, the owner who is also the primary builder of an amateur-built or a production-built aircraft may issue a release to service, as prescribed in Part 44 of the CAR of 2011, for his or her aircraft provided the provisions of Part 24 have been met in respect of the aircraft's airworthiness. The format for the Release to Service is as per Annexure F.

4.5.1.8 MAINTENANCE AND REPAIRS TO NTCA OPERATED UNDER PART 96 : NTCA USED FOR COMMERCIAL PURPOSES

The holder of an Approved Person Certificate who wishes to carry out maintenance or repair work on NTCAs operated under Part 96 i.e. used in commercial air transport operations shall be:

- a licensed AME or AMO with the appropriate rating
- or be a person approved for the purpose by the Commissioner, as the case may be, in accordance with the provisions of Part 24 and Part 44 of the Civil Aviation Regulation of 2011, as amended, and as has been specified in the approved Maintenance Control Manual

4.5.1.9 CHANGE OF CONTACT DETAILS

When an AeCSA-AP changes his or her postal address, telephone number, fax number or email address, he or she will notify RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act within 30 days of such change taking effect.

The change shall be recorded on the AeCSA-AP record card.

4.5.1.10 PAYMENT OF AERO CLUB SUBSCRIPTION FEES

The AeCSA-AP shall ensure that his or her membership of the AeCSA is current.

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PART 4: PROCEDURES

SECTION 6: PROCEDURES RELATING TO THE FILING OF COMPLAINTS, SUSPENSION AND/OR CANCELLATION OF APPROVED PERSON CERTIFICATE

The purpose of these procedures are to provide assurance that all non conformities will be identified, recorded, and reviewed, that the necessary steps will be taken to rectify them and prevent their repeated occurrence.

This procedure will apply to all activities where the occurrence of non conformity impairs the quality and effectiveness of services provided by this ARO.

All quality control system non conformity, including member complaints, must be brought to the attention of the Accountable Manager.

4.6.1 LODGING OF A COMPLAINT BY A MEMBER

If a member is of the opinion that any part of this document or the requirements set out by Part 24, 44 and 66 have been contravened by an AeCSA-AP and there is suitable grounds for corrective action, a complaint can be lodged.

The complaint shall be forwarded to the Accountable Manager in writing, stating all the relevant information to substantiate the complaint.

4.6.2 SUSPENSION, CANCELLATION OF APPROVED PERSON CERTIFICATE AND APPEAL

After reviewing the substance and legitimacy of a complaint, and discussion with the Technical Committee, the Accountable Manager may suspend, for a period not exceeding 60 days, any Approved Person Certificate issued under this ARO, if the holder of the certificate is suspected of –

- (a) consumption of alcohol and drugs while performing inspections or maintenance work;
- (b) performing maintenance work or inspections on aircraft for which he or she doesn't have the suitable ratings for;
- (c) unsatisfactory work or work not complying as prescribed by the manufacturers documentation.

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act shall on request of the Accountable Manager enter a note to that effect in the AeCSA-AP records and the Accountable Manager will deliver a report in writing to RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act stating the reasons why, in the Accountable Manager's opinion, the Approved Person has been suspended.

If the AeCSA-AP feels aggrieved by the suspension of the certificate he or she may appeal against such suspension to the Technical Committee, within 30 days after such

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holder has been notified of such suspension.

The appeal, referred to above, shall be in writing stating the reasons why, in the appellant's opinion, the suspension should be varied or set aside.

The appellant shall submit a copy of the appeal and any documents or records supporting such appeal, to the Technical Committee.

The Technical Committee may :

- either adjudicate the appeal on the basis of the documents submitted; or
- order the appellant and the plaintiff concerned to appear before them to give evidence, either in person or through a representative, at a time and place determined by them; and
- at any time –
 - (i) extend the period of suspension for a further period not exceeding 30 days, if necessary to deal fairly with the appeal; and
 - (ii) either confirm, vary or set aside the suspension referred to in this procedure.

Before the Technical Committee confirms the suspension in terms of (ii) above, it shall permit the AeCSA-AP, if he or she so wishes, to remedy any non-compliance.

The Technical Committee shall cancel the Approved Person Certificate:

- if they confirm the suspension in terms of said sub-regulation (ii); or
- if a certificate is suspended in terms of this procedure and the holder thereof does not appeal against such suspension as prescribed in this procedure.

4.6.3 CANCELLATION OF AN APPROVED PERSON CERTIFICATE

An Approved Person Certificate shall be cancelled under the following conditions:

- on own request;
- passing away of the Approved Person; or
- as a result of procedure 4.6.2.

If a holder of an Approved Person Certificate wishes to surrender his privileges as an AeCSA-AP, he or she shall notify the Technical Committee via the Accountable Manager of his intentions in writing either by email, facsimile or registered post, and within 30 days return the approved person certificate and stamp to AeCSA in an envelope marked for the Accountable Manager's attention.

RAASA or the body designated by the Director of the SACAA in terms of the Civil Aviation Act, on request of the Accountable Manager, shall cancel the Approved Person Certificate and shall enter a note to that effect in the Approved Persons records.

In the case of a dispute as a result of the cancellation of an Approved Person Certificate

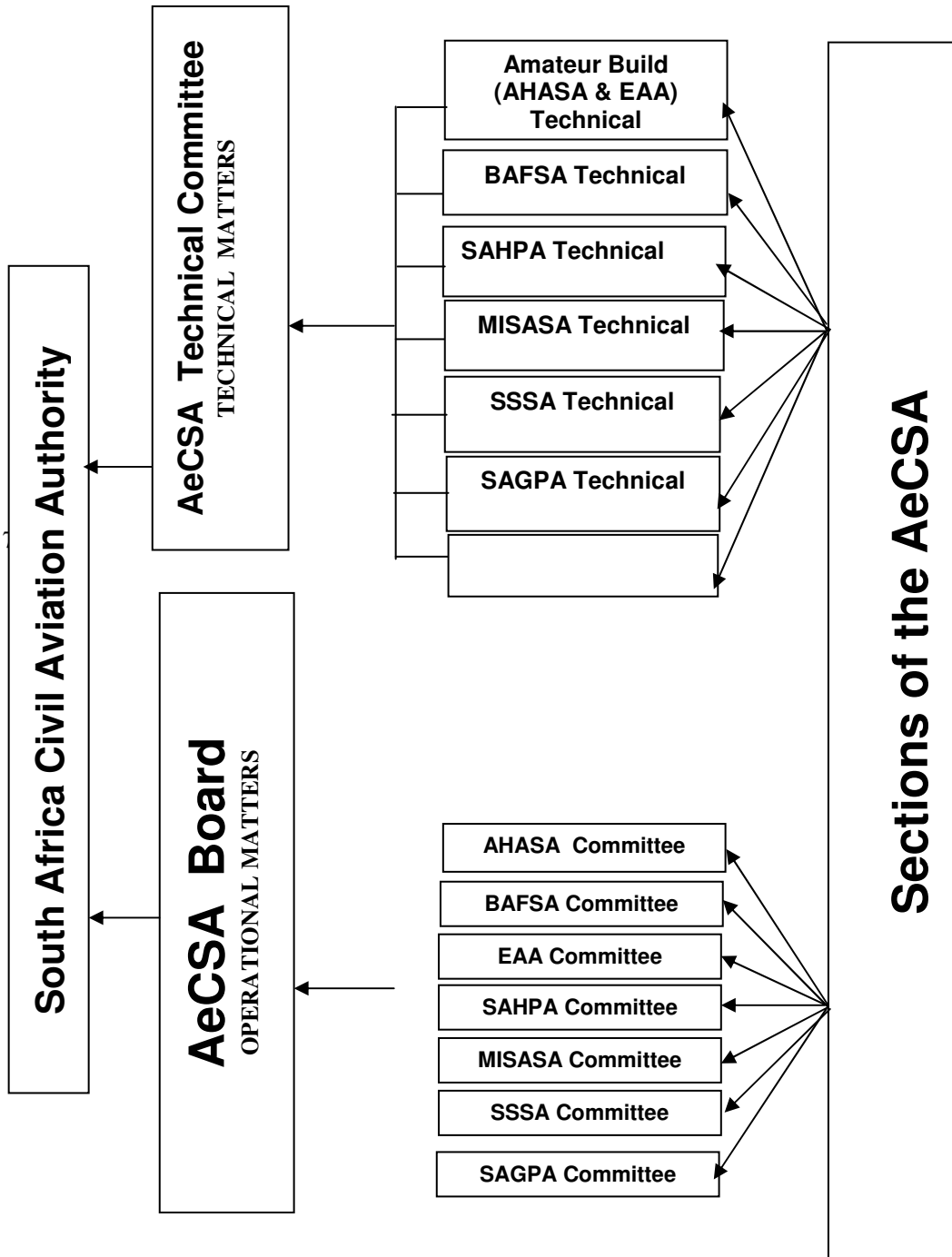
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between an AeCSA-AP and the Technical committee, the General Manager or an appropriately qualified person appointed by him, shall be the arbitrator.

The arbitration decision will be final.

The Approved Person Certificate and the stamp, which was issued to the applicant, will remain the property of AeCSA and will be returned to the AeCSA at cancellation of the said Approved Person Certificate within 30 days of such cancellation.

ANNEXURES



Format of the Approved Persons DATA Card

Name :

Postal Address :

Contact Phone No.'s

Home :

Work :

Fax :

Cell :

E-mail address :

Record of dates on which the certificate was issued, renewed or reissued

Date	Description

Record of categories, ratings, classes, groups and types on Certificate

Category	Rating	Class	Group

Record of courses, workshops

Date	Description

Record of Non conformances/ Findings

Date	Description

AeCSA-APS NON-CONFORMITY REPORT	
DATE ISSUED _____	NCR No: _____
INITIATOR: _____ SIGNATURE: _____ AP Cert No. _____ AP NCR ref No. _____	STAMP
TO: (RECIPIENT)	TITLE:
<div style="border: 1px solid black; padding: 2px; display: inline-block;">PART A</div> DESCRIPTION OF NONCONFORMITY:	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">PART B:</div> CORRECTIVE ACTION REQUIRED	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">PART C</div> VERIFICATION OF COMPLETED CORRECTIVE ACTION TAKEN:	
APPROVED BY _____ AP Cert No. _____ DATE: _____	STAMP

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ANNEXURE D: NON CONFORMITY REPORT LOG SHEET

NCR No	Date Issued	Approved Person Signature and Cert. No.	Date Complied	Approved Person Signature and Cert. No.
1				
2				
3				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

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ANNEXURE E: INSPECTION REMINDER

<u>AeCSA NTCA Inspection Reminder</u>	
Date of Last Inspection _____	Hobbs or Tachometer reading : _____ Hrs
Inspected by : _____	AP Certificate No. _____ & Signature _____
Next Inspection at _____ Hrs or _____ (date)	

**CERTIFICATE OF RELEASE TO SERVICE
FOR NON-TYPE CERTIFICATE AIRCRAFT**

Aircraft Registration: _____

Aircraft type: _____

Serial No.: _____

I hereby certify that I am satisfied that the above-mentioned aircraft and all its equipment are in every way serviceable for flight and that all maintenance has been carried out in accordance with the Civil Aviation Regulation of 2011, as amended, and the aircraft's Approved Maintenance Schedule. This certificate lapses at a total of _____ hours of flight time or on _____ (date), whichever occurs first, unless the aircraft is involved in an accident or becomes unserviceable, in which case the certificate is invalid for the duration of the period.

Signed: _____

License No.: _____

Date: _____