



**The Experimental Aircraft Association of
South Africa**

**MANUAL OF
PROCEDURES
For**

ARO009

Version 1 of 2019

TABLE OF CONTENTS

ITEM	PAGE
1) INTRODUCTION	3
2) CERTIFIED STATEMENT	4
3) EAA MISSION STATEMENT	5
4) OVERVIEW	6
4.1 The Organisation	6
4.2 Resources	7
4.3 EAA National Committee	7
4.3.1 Elected Personnel EAA National Committee	
4.3.2 Requirements, duties and responsibilities of personnel	
4.4 Chapters	14
4.5 Membership	14
4.5.1 Membership Requirements	
4.5.2 Membership Types	
4.5.3 Membership Fee's	
4.5.4 Membership Benefits	
4.6 Activities	16
4.6.1 Approved Persons Scheme	
4.6.2 Social Activities	
4.6.3 Safety Social Activities	
4.6.4 EAA Regulatory Activities	
4.6.5 Aircraft Judging Competitions	

ANNEXURE'S

ANNEXURE A: RULES & REGULATIONS

ANNEXURE B: CODE OF CONDUCT

ANNEXURE C : EAA AIRCRAFT JUDGING MANUAL

1) INTRODUCTION

149.02.2 MANUAL OF PROCEDURE

Information to be contained in manual of procedure. The information referred to in CAR 149.02.2(b), which must be contained in the manual of procedure of the applicant

This EAA of SA Manual of Procedures has been compiled in accordance with the South African Civil Aviation Regulations and Technical Standards Part 149 and sets out the particular aspects relating to the control and regulation of flying aircraft in South Africa

The EAA of South Africa (EAASA), is an association of which the members are involved in the construction, restoration, maintenance and operation of Type Certified Aircraft and 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 no longer qualifying for the issue of a certificate of airworthiness in terms of Part 21.

This MOP should be read in conjunction with and considered supplementary to the following previously constituted documents:

1. The Civil Aviation Regulations (CARS)
2. The Civil Aviation Technical Standards (CATS) of the Civil Aviation Authority (SACAA).
3. The Constitution of the Aero Club of South Africa (AeCSA)
4. The Constitution of the Experimental Aircraft Association of South Africa (EAA of SA) in line with the EAA USA Chapter guidelines.

EAA members will be bound by the provisions of this manual.

The term "EAA", whenever used herein shall mean The Experimental Aircraft Association of South Africa. The term "EAA exco" shall mean the duly elected members who form the executive committee of EAA South Africa National.

Amendments to this Manual may only be approved by the EAA Executive Committee, and details of changes shall be notified, as soon as may be practicable, to the Recreation Aviation Administration of South Africa

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2) CERTIFIED STATEMENT

This is to certify that I, **Sean Michael Cronin**, (President) of the **Experimental Aircraft Association of South Africa**, understand the contents of this manual of procedures is compiled in accordance with document SA-CATS Part 149 and all relevant amendments (South African Civil Aviation Regulations), which is what EAA of South Africa confirm to.

This **Experimental Aircraft Association of South Africa** manual of procedures contains a true and accurate reflection of our policies and procedures.

Signed at Randburg on this 27 day of September 2019



SIGNED:

NATIONAL PRESIDENT

3) EAA MISSION STATEMENT

The Experimental Aircraft Association (EAA) and the Chapters are comprised of members with an interest in building, flying, or restoring their own aircraft or have an interest in experimental, vintage and veteran aircraft and sport or recreational flying. EAA gives members an opportunity to share ideas and experiences, get help with a difficult project, or even chat with another member who has common interests. The EAA has strong family values.

The EAA is not a governing body as all build applications, documents and numbers are regulated by the SACAA. EAA members are involved in the construction, restoration, maintenance and operation of Non Type Certificated Aircraft used in South Africa through the Approved Persons(AP) scheme. EAA was involved with the AP scheme from inception and is actively involved through working committee's and professional guidance.

The purpose of the EAA is to promote own design, building, maintenance, restoration and flying of vintage and non-type certified aircraft for all South Africans through the provision of information assistance, camaraderie and educational programs aimed at development and participation in all levels of Sport and Recreational aviation within the relevant legislation.

4) OVERVIEW OF THE EAA

4.1 THE ORGANISATION

EAA is an Organisation comprised of an association of aviation enthusiasts brought together by this common interest and joint purpose of furthering the amateur and homebuild aircraft industry, while promoting the general aviation industry wherever possible through non-type and type build aircraft.

This organization assist in the management of the interests of Experimental Aircraft on a National level, and represent the local chapters on the board of the Aero Club of South Africa, being appraised of all regulatory and advocacy issues in order to continue promote and manage experimental and amateur built aircraft.

The Experimental Aircraft Association (EAA) and the Chapters are comprised of members with an interest in building, flying, or restoring their own aircraft or have an interest in experimental, vintage and veteran aircraft and sport or recreational flying. EAA gives members an opportunity to share ideas and experiences, get help with a difficult project, or even chat with another member who has common interests. The EAA has strong family values.

The EAA is not a governing body as all build applications, documents and numbers are regulated by the SACAA.

As the EAA falls within the rules and regulation of the CAA, experienced members offer support and a network of resources for members. No home base is required as members meet monthly and correspond continuously through various medium.

Monthly meetings are held for members to attend to share information and network and the EAA hosts two annual events for members to gather nationally. Chapters within the organization host regional events on an ad hoc basis. Annual EAA events may include:

EAA ANNUAL CONVENTION - A national gathering of members and aviation enthusiasts at a pre-selected airfield, where a weekend can be enjoyed networking, share best practice, get updated on industry related regulations, attend workshops and socialise. As the EAA encourages the design and building of amateur and homebuild aircraft, members are encouraged to compete in the Aircraft Build Competition, where aircraft are judged for craftsmanship and prizes are awarded accordingly. All SACAA build regulations and guidelines are conformed to and judges check that all SACAA documentation is in order for these aircraft. This annual event gives members the opportunity to “show off” their achievements and be awarded for outstanding craftsmanship and for keeping the spirit of aviation alive through the individual manufacture/building of aircraft.

EAA SUN n FUN – This event is a weekend national gathering where members can camp at the airfield or reside locally and members have an opportunity to network, socialize, display their unique aircraft and share best practice.

EAA AGM – While this often takes place at the EAA Annual Convention, it may take place as an individual event, separate to the Convention.

4.2 RESOURCES

- 1) Communications, including monthly Newsletter, website and other communication channels : Refer to **Section 5** of the attached EAA OF SOUTH AFRICA RULES & REGULATIONS
- 2) EAA Auditorium, Rand Airport is a facility utilised for Talks and Presentations, where members are invited to join
- 3) Monthly Meetings are held at Dickie Fritz MOTH Hall, Edenvale where members are updated on safety matters & relevant aviation issues.
- 4) Members volunteer their services for various tasks, as and when assistance is required. The aviation network including well experienced pilots, builders and restorers are available to guide members should they require assistance.
- 5) Where members feel that they may require support after an incident or accident, the services of Mayday are available for members to utilise. EAA is a supporter of this service and has also made contributions to this organisation as they are required as a valued service.
- 6) CAA Safety Campaign : EAA has made substantial financial contributions towards the CAA Safety Campaign and encouraged members to assist and participate as far as possible to maintain high levels of Safety.
- 7) AP Scheme Leaders offering professional guidance construction and maintenance of Non Type Certified Aircraft.

4.3 EAA NATIONAL COMMITTEE

Members of the Executive Committee of the EAA are elected annually, when members vote at the AGM.

4.3.1 ELECTED PERSONNEL EAA NATIONAL COMMITTEE

These Executive posts include :

Executive Committee

National President

National Vice-President

National Treasurer / Membership

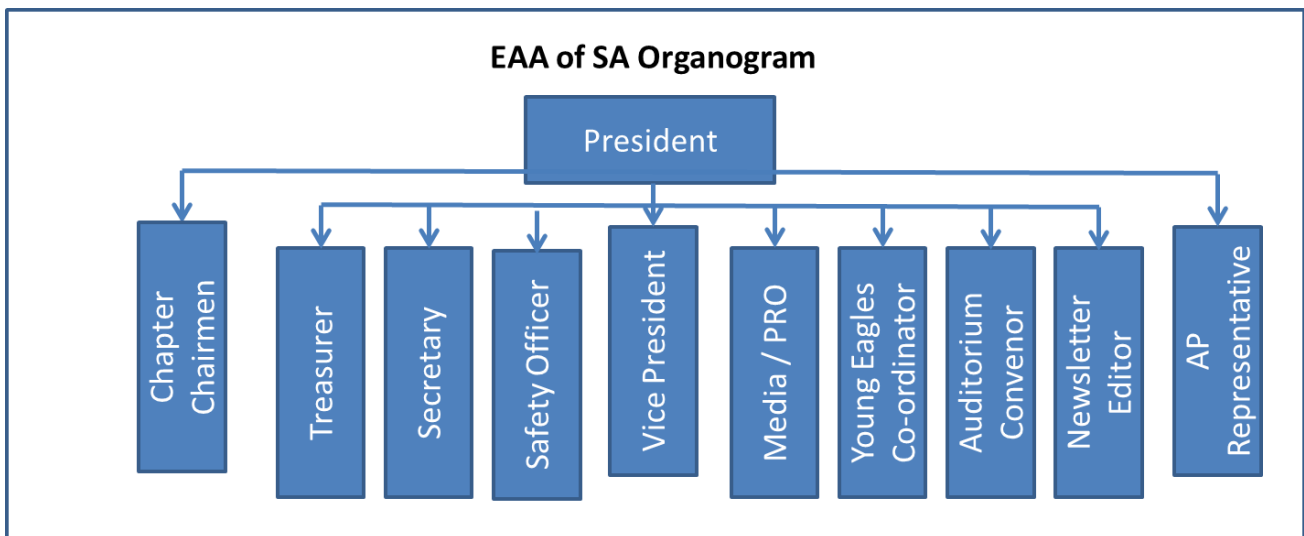
National Secretary

Additional Committee members are appointed by the Executive Committee as follows:

Non-Executive Committee Members

- National Safety Officer
- National Technical Officer / AP Representative
- National PRO & Media Officer
- Young Eagles Co-ordinator
- Auditorium Convenor
- Newsletter Co-ordinator / Editor

2019/20 EAA of SA National Committee		
EAA TITLE	NAME	RESPONSIBILITY
NATIONAL PRESIDENT	Sean Cronin	Accountable Manager
NATIONAL VICE-PRESIDENT	Paul Lastrucci	
NATIONAL TREASURER	Mark Clulow	
NATIONAL SECRETARY	Keaton Perkins	
NATIONAL SAFETY OFFICER	Nigel Musgrave	Quality Assurance Manager
NATIONAL A/P REPRESENTATIVES	Peter Lastrucci/ Andy Lawrence	
NATIONAL MEDIA/PRO	Karl Jensen / Trixie Heron	Compliance Manager
YOUNG EAGLES CO-ORDINATOR	Greg Clegg & Keaton Perkins	
AUDITORIUM CONVENOR	Jeremy Woods	
NEWSLETTER CO-ORDINATOR / EDITOR	Eugene Couzyn	



4.3.2 REQUIREMENTS, DUTIES AND RESPONSIBILITIES OR PERSONNEL

The President may also fill the roles of Quality Manager and Compliance Manager, depending on his/her capacity and available resources within the organisation. The duties of Quality Manager and Compliance Manager may be appointed by the President, at his discretion and the available resources within the organisation.

Although the EAA of South Africa cannot take responsibility for its members individually, where a transgression to EAA standards is noted, the organisation shall take this up with a member confidentially. The following persons shall be responsible for this process:

- a) Responsibilities and Duties of the accountable manager – refer to duties and responsibilities of the President
- b) Responsibilities and Duties of the quality manager - refer to Section 7 of Rules and Regulations.
- c) The Compliance Manager will, as far as possible, ensure that the Quality system is adhered to by members and where the guidelines are not adhered to, the member will be confidentially counselled with regards to the transgression.

National President

➤ Requirements

The National President shall be the Chief Executive Officer and Chairperson of the EAA National executive committee.

The President shall be the Accountable Manager subject to the advice, direction, and control of the Chapter Board of Directors, general charge of the EAA of SA business.

The President shall jointly execute with the National Secretary all contracts and instruments which have first been approved by the EAA of SA executive committee.

The President may call any Special Meeting of the Members of the EAA of South Africa National Committee and/or general Chapter Membership. In case of the absence or disability of the National Treasurer, the National President may execute checks for expenditures authorized by the EAA of South Africa National Committee. In such circumstances, either the National Vice President or National Secretary shall be called upon to co- execute such checks.

➤ Duties and Responsibilities

- In all activities, seek to promote the goals of the EAA and have the interests of the Experimental and Amateur built Sport Flying in general at heart.
- Has unrestricted access to work performed by the Executive Committee as well as Chapter Chairman of the designated Chapters.
- To maintain and is in charge of communication between the EAA, SACAA and AeCSA. Deals with all complaints addressed to **EAA** either in person, or ensures that the correct person has dealt with the complaint satisfactorily.
- Travel to all necessary events, meetings and locations in South Africa, in line with the aims and goals and to the benefit of the organization and all its members or arrange for an EAA representative to attend in his or her capacity.
- Oversees the organising committee that plans and controls and executes the EAA National Convention
- Monitors any suspensions or disciplinary procedures.

National Vice President

➤ *Requirements*

The National Vice President shall be vested with all the powers and authority of the National President and shall perform the duties of the National President in the case of the National Chapter President's absence, disability, or inability, for any reason.

The Chapter Vice President shall also perform such duties connected with the operations of the EAA of SA at the suggestion or direction of the National President

➤ *Duties and Responsibilities:*

- Must have a general knowledge of Experimental and Amateur built aircraft.
- Must be an International member of EAA USA
- Must have a current and valid South African Pilots Licence
- Must have good people's skills
- Must have good managerial skills
- Must be well read in aviation related topics and have access to the internet and e mail.
- Stays up to date on all developments which fall under the scope of the ARO.

- Has direct access to the President.

National Treasurer

➤ *Requirements:*

Must have a good financial background and have a sound knowledge of bookkeeping and financial planning. Must be able to keep a full set of books and draft financial statements annually

➤ *Duties and Responsibilities:*

- Maintain a full set of financial books, showing all transactions that have taken place during the financial year.
- Make payments of necessary accounts as agreed upon by the committee.
- Arrange and report an annual audit of the financial statements.
- Act as the Administrator for membership.
- Assists Chapter Chairpersons with membership queries.

National Secretary

➤ *Requirements*

The Secretary provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external organisations.

➤ *Duties and Responsibilities*

- Enthusiastic with a good knowledge of the Chapter Chairman within the EAA.
- Be an excellent communicator, with good verbal and written skills
- Administration skills, including word processing, and minute taking.
- Sound organisational skills.
- Able to maintain confidentiality.
- Able to represent EAA National at external meetings where necessary.

National Safety Officer

➤ *Requirements*

Maintain proficiency and have a sound knowledge of the regulations and matters governing the safety of experimental and amateur built aircraft.

- *Duties and Responsibilities*
 - To assist the organisation with all safety requirements
 - Communicate safety issues with the members.

Technical Officer / AP Representative

- *Requirements*
 - Must be an AP for a minimum of 5 Years
- *Duties and Responsibilities*
 - To attend technical committee meetings and be the EAA representative on the AP technical committee.
 - Communicate technical issues and changes in legislation with the members.

National PRO & Media Officer

- *Requirements*

Must have a sound knowledge of the written and spoken language to assist with writing informative of articles and the promotion of the EAA. Either through the print media and in some case television media. Arrange and procure EAA merchandising when authorised and required.
- *Duties and Responsibilities*
 - Attend EAA National Meetings
 - Act as the spokesperson in the absence of the chairman or vice chairman if required. Communicate all aspects of media and PRO on behalf of the EAA.

Young Eagles Co-ordinator

- *Requirements*

EAA Young Eagles Chapter Coordinators to facilitate and promote Young Eagles events within the EAA Chapters network in South Africa
- *Duties and Responsibilities*

- Serve as liaison between EAA Chapter members, EAA members-at-large and interested young people, their parents or youth organizations in creating opportunities to participate in the Young Eagles program.
- Provide leadership and administrative direction for continued program growth.
- Coordinate flights during Chapter Young Eagles Flight events.
- Promote the attributes of flight to young people, civic and social groups and local media.
- High energy level with ability to spark enthusiasm in EAA Chapters.
- Role model for young people.

Auditorium Convener

➤ *Requirements*

This members should be willing and able to co-ordinate social event evenings at the EAA Auditorium.

➤ *Duties and Responsibilities*

- Arrange suitable entertainment
- Promote planned events
- Co-ordinate bookings
- Reconcile income and expenses per event

Newsletter Co-ordinator/Editor

➤ *Requirements*

This members should be willing and able to gather newsworthy articles for the monthly publication.

➤ *Duties and Responsibilities*

- Gather newsworthy articles
- Promote all EAA activities and events
- Plan the layout and edit, where necessary
- Publish this newsletter timeously on a monthly basis

4.4 CHAPTERS

EAA consists of individual Chapters. Each Chapter is made up of members from the same geographical area. Chapters organise activities for their members - such as fly-ins, talks, visits to building and restoration projects - and also offer support for members doing their own aircraft building or restoration.

EAA Chapters in South Africa		
EAA Chapter	Chapter President	Location
CH 322 Johannesburg:	Karl Jensen	Dickie Fritz Moth Hall, Edenvale
CH 778 Port Elizabeth:	Pottie Potgieter	Port Elizabeth
CH 870 Kroonstad:	Niel Terblanche	Kroonstad
CH 1500 Bethlehem	Philp Jacobs	Bethlehem Airfield
CH 1502 East Coast:	Gerald Maddams	Grass Roots Airfield
CH 1503 Bloemfontein:	Jack Onderstall	New Tempe Airfield
CH 1262 East London:	Mike Wright	Wings Park Airfield

4.5 MEMBERSHIP

4.5.1 Membership requirements

Membership is open to anybody who's interested in aviation of any kind. Although most members have an interest in restoring or building their own aircraft many members have an interest in using their regular aircraft for pleasure.

To qualify as a member, the applicant shall complete an application form and forward it to the National Treasurer and / or respective EAA Chapter Chairman together with the annual fees as determined by the relevant EAA Chapter Committee.

Membership may also be renewed through the Aero Club of South Africa.

Membership is renewable annually in January of the same year.

EAA South Africa *does not* include membership to EAA International.

4.5.2 Membership Types

National Membership :

a) Members of the EAA that build, fly, own or maintain non type certified aircraft shall also be members of EAA of South Africa National and the Aero Club of South Africa as there is a service agreement between the Aero Club of South Africa and the EAA as a subsection.

Chapter Membership Categories :

Although each Chapter Committee may decide on their own categories, the following are some examples :

- a) Full Membership : Members that fly, build, own or maintain an aircraft.
- b) Social Membership : Aviation enthusiasts that do not fly or own an aircraft
- c) Country Membership : Members of a Chapter that live in another geographic region but would still like to be included in the specific Chapter happenings.
- d) Lifetime Membership : This type of membership is awarded to individuals selected by the Chapter Committee for their contribution to the EAA and / or specific Chapter
- e) Youth / Student Membership
- f) Ladies Membership : although this is also included under Full Membership, lady builders and pilots are encouraged to join the Organisation
- g) Ex Officio Membership : A committee may decide to award membership to specific persons within the Aviation Industry.

4.5.3 Membership Fee's

National Membership :The National Committee set this fee, which is reviewed annually in November for the following year.

Chapter Membership : A guideline of fees are provided by EAA National, however individual Chapters may set membership Types and fee's as preferred.

4.5.4 Membership Benefits

National Membership allows members the opportunity to participate in the EAA Annual Convention Aircraft Judging Competition and be recognised or awarded accordingly.

- National Membership allows members to join any event at the EAA Auditorium facility at Rand Airport at a reduced members fee.
- National Membership allows members to participate in the Young Eagles Program as a volunteer
- Electronic copy of the Organisation newsletter and other communications
- Members may vote at the National AGM.
- Attendance at regular fly away events
- Mentorship - support and guidance for fellow AP's and pilots within the Organisation.

Chapter Membership benefits will be prescribed by the individual Chapters but generally includes :

- Participation at an informative monthly meeting
- Arranged Social events for members
- Electronic copy of the Organisation newsletter and other communications
- Chapter Members may vote on Chapter Matters and at the Chapter AGM
- Attendance at regular fly away events
- Mentorship - support and guidance for fellow AP's and pilots within the Organisation.

5. ACTIVITIES

5.1 Approved Persons Scheme

A very important part of who the EAA is and what it is about is encouraging the building of Aircraft and working with the SACAA to ensure regulatory guidelines and requirements allow individuals to continue practicing this activity without regulatory restrictions.

“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

“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;

The EAA of South Africa (EAASA), 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 no longer qualifying for the issue of a certificate of airworthiness in terms of Part 21.

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)

5.2 Social Activities

Various activities are attended and arranged by the organization, these include but may not be limited to :

- Talk Shows hosted at the EAA Auditorium with Aviation Legends
- Monthly Meetings
- Social events hosted by Airfields (these may not be EAA organized events but events where members may support the Flying Club or Airfield)

5.3 Safety Social Activities

For all social flying activities, where the EAA organize these, the following minimum requirements are met:

Even though it is not a requirement for a fly in to have added safety facilities and procedures, the EAA provide these at its larger events. These services may include the following :

- Advisory Controllers are in place to increase safety standards
- Where possible, all available EMS services are in place at the Airfield to increase response in case of an emergency.
- Airfield layout is planned for safety and convenience
- Marshalls with the relevant requirements are in place
- An appointed Safety Officer Is available at the Airfield
- Weather services are engaged and reports are shared with members and attendee's.

- S&R services are advised of event details and invited to participate and / or track travelers
- A buddy system where members look out for each other or post on a group as to their location during travels.
- Participants are requested to pre-register (not compulsory but well-practiced in the EAA environment), indicating how they will travel and should this be by air, lists are made available to the Safety Officer and the Committee. On completing a registration process, members are required to agree to the terms of participation which reflects that they will abide by all CAA rules and regulations at EAA Events.

For smaller fly in events, where no requirements are prescribed to, EAA may include the following:

- Inform members of the events
- Inform members of the airfield information (elevation, frequency, runway details, etc)
- Inform members of the weather forecast and post live updates of weather should there be any queries.

5.4 EAA Organizational Activities

- Annual General Meeting
- Annual Convention
- Build Project Visits where members may be building aircraft

5.5 Aircraft Judging Competitions

- An Annual Aircraft Judging Competition is hosted for members, where non type certified aircraft built or restoration projects may be entered. Competitors are recognized and judged and awarded for best in category.
- Refer to EAA Aircraft Judging Manual attached