

# EXPERIMENTAL AIRCRAFT ASSOCIATION OF SOUTH AFRICA (EAA)



**IN ACCORDANCE WITH SOUTH AFRICAN CIVIL AVIATION REGULATIONS,  
2011 AS AMENDED**

ARO APPROVAL NUMBER SACAA : **ARO 009**

**PHYSICAL ADDRESS**

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**MANUAL OF PROCEDURES (MOP) FOR  
EAA of SA - ARO 009  
REVISION 2**

## 1. DETAILS AND APPROVAL

<b>Title of Manual</b>	EAA of SA ARO 009 MANUAL OF PROCEDURES
<b>Revision and Amendment Number</b>	Revision number 2
<b>Effective Date</b>	March 2021

PROCESS	NAME	SIGNATURE	DATE
<b>Prepared By</b>	Paul Lastrucci		10 Feb2021
<b>Reviewed by the Accountable Manager and compliance officer</b>	David Toma		10 Feb2021
<b>Approved by the South African Civil Aviation Authority</b>	Neil de Lange		10-03-2021

### 1.1 Statement of Confidentiality

This Manual of procedure is proprietary to Experimental Aircraft Association of South Africa, ARO 009 and is submitted to SACAA with the understanding that it will not be disclosed, duplicated, or used, in whole or in part, for any purpose other than the purpose for which it is provided without the written consent of EAA Executive Committee.

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This MOP should be read in conjunction with the SA CATS/CARS 2011 as amended.

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### 3. ABBREVIATIONS

The following abbreviations are used throughout this document:

- AeCSA means Aero Club of South Africa
- ARO means Aviation Recreation Organisation
- EAA means Experimental Aircraft Association of South Africa
- Exco means Executive Committee of EAA
- MOP means EAA Manual of Procedures
- SACAA means South African Civil Aviation Association


### 4. AMENDMENT RECORD

AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
Revision 2	Jan 2021	All pages have been changed	David Toma

### 5. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
Pages 1-19	Revision 2	March 2021			

## 6. STATEMENT

	<i>SACATS 149.02.2. 1. (1)</i>
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This EAA MOP has been compiled in accordance with the SACAA 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, 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.


The EAA encourages its members undertake aircraft build / renovation / construction projects in a safe manner in terms of SACAA regulations and offers a network for guidance and assistance.

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 project, or even chat with another member who has common interests, to provide a higher level of aviation safety. The EAA has strong family values.


The purpose of the EAA is to promote own design, building, maintenance, restoration and flying of vintage and amateur built 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.

This is to certify that I, **David Toma**, (President) of the **Experimental Aircraft Association of South Africa**, understand the contents of this MOP is compiled in accordance with SACATS Part 149 of 2011 as amended, which is what EAA confirm to.

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

SIGNED:		10 Feb 2021
ACCOUNTABLE MANAGER:	David Toma	DATE


## 7. PERSONNEL

	<i>SACATS 149.02.2. 1. (2)</i>
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### 7.1 TITLES AND NAMES

This section to include the titles and names of the personnel required by *SACAR 149.02.4*

Title	Name	
SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER	David Toma	
A COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL : QUALITY ASSURANCE OFFICER	Paul Lastrucci	
ADEQUATE PERSONNEL TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THE APPLICATION	Executive Committee	
	President	David Toma
	Vice President	Paul Lastrucci
	Treasurer	Mark Clulow
	Secretary	Marie Reddy

	<i>SACATS 149.02.2. 1 (8)(a) and SACAR 149.02.4</i>
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### 7.2 PROCEDURE FOR INITIALLY ASSESSING PERSONNEL AUTHORISED BY THE ARO

- **EAA NATIONAL COMMITTEE** - Members of the Executive Committee of the EAA are elected annually, when members vote at the AGM. Responsible persons are reviewed annually with elections at the AGM.
- The elected President is the **Accountable Manager** and **Compliance Officer**
- The elected Vice President is the **Quality Assurance Officer**

### 7.3 PROCEDURE FOR MAINTAINING, THE COMPETENCE OF THOSE PERSONNEL AUTHORISED BY THE ARO

#### ACCOUNTABLE MANAGER & COMPLIANCE OFFICER

- Must have a general knowledge of Experimental and Amateur built aircraft.
- Must be an International member of EAA USA
- Must be a National member of EAA
- 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.
- Must represent EAA to the best of his/her ability always placing the needs of the members before his/her personal needs in all EAA business matters.

#### QUALITY ASSURANCE MANAGER


- Must have a general knowledge of Experimental and Amateur built aircraft.

- Must be an International member of EAA USA
- Must be a National member of EAA
- 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.
- Must represent EAA to the best of his/her ability always placing the needs of the members before his/her personal needs in all EAA business matters.
- Has direct access to the President.

#### EAA EXECUTIVE COMMITTEE

- Made up of :
  - President
  - Vice President
  - Treasurer
  - Secretary
- All decisions which impact directly on the EAA and its members shall be the responsibility of the Exco to review and respond to. The appointed representative of the organisation is the Accountable Manager and in consultation with Exco may engage individually with the Director, SACAA Management and AeCSA on behalf of the EAA but may not make decisions on behalf of the organisation without the approval of Exco. In the absence of the Accountable Manager, the Quality Assurance Manager may represent the EAA.

## **8. DUTIES AND RESPONSIBILITIES OF THE PERSONNEL SPECIFIED**

	<i>SACATS 149.02.2. 1. (3)</i>
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### **8.1 DUTIES AND RESPONSIBILITIES OF THE SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER**

The National President shall be the Accountable Manager and Compliance Officer and shall be the Chairman of the EAA National Exco, Committee and Council.

#### **8.1.1 DUTIES**

- The Accountable Manager subject to the advice, direction, and control of the Exco and Committee, general charge of the EAA business.
- The Accountable Manager shall jointly execute with the National Secretary all contracts and instruments which have first been approved by the EAA Exco.
- The Accountable Manager may call any Special Meeting of the Members of the 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 National Committee. In such circumstances, either the National Vice President or National Secretary shall be called upon to co-execute such checks.
- Represent EAA individually to the Director, SACAA Management and AeCSA.
- 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.
- Must have a general knowledge of Experimental and Amateur built aircraft.

#### **8.1.2 RESPONSIBILITIES**

- The National President shall be the Accountable Manager and Compliance Officer and shall be the Chairman of the EAA National Exco, Committee and Council.
- 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 and the Director, SACAA Management and AeCSA on behalf of EAA.
- May engage individually with the Director, SACAA Management and AeCSA on behalf of EAA.
- 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/her capacity.



- Oversees the organising committee that plans and controls and executes the EAA National Convention
- Monitors any suspensions or disciplinary procedures within EAA.

## **8.2 DUTIES AND RESPONSIBILITIES OF COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL: QUALITY ASSURANCE MANAGER**

The National Vice President shall be the Quality Assurance Manager and shall be vested with all the powers and authority of the Accountable Manager, in the absence, or at the request of the Accountable Manager, who holds the position of National President of EAA.

### **8.2.1 DUTIES**

- Quality Assurance Manager shall also take the authority to perform any such duties connected with the operations of the EAA at the suggestion or direction of the National President or at the request of Exco.
- May be called on to represent the Accountable Manager
- Duties of Quality Assurance Manager may be appointed by the President, at his discretion and the available resources within the organisation.

### **8.2.2 RESPONSIBILITIES**

- The Quality Assurance Manager main responsibility is to ensure that EAA conform to the Quality Assurance requirements as detailed in the EAA QAS.
- Promote and upkeep the highest safety standards in all aviation activities in accordance with SACAA regulations.
- In the absence of the Accountable Manager, or at the request of the Accountable Manager, he/she is required to maintain and is in charge of communication between the EAA and the Director, SACAA Management and AeCSA on behalf of EAA.
- In the absence of the Accountable Manager, or at the request of the Accountable Manager, he/she may engage individually with The Director, SACAA Management and AeCSA on behalf of EAA.

### **8.3 DUTIES AND RESPONSIBILITIES OF THE ADEQUATE PERSONNEL TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THIS APPLICATION : NATIONAL TREASURER & NATIONAL SECRETARY**

#### **8.3.1 NATIONAL TREASURER: REQUIREMENTS**

Must have a good financial background and have a sound knowledge of bookkeeping and financial planning.

##### **8.3.1a DUTIES & RESPONSIBILITIES**

- Must be able to keep a full set of books and draft financial statements annually
- 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.
- May be called on to perform additional duties at the request of the Accountable Manager or Exco.
- Maintain a full set of financial books, showing all transactions that have taken place during the financial year.
- Is not required to represent EAA to the Director, SACAA Management or AeCSA, unless appointed to act as the Accountable Manager.

#### **8.3.2 NATIONAL SECRETARY : REQUIREMENTS**

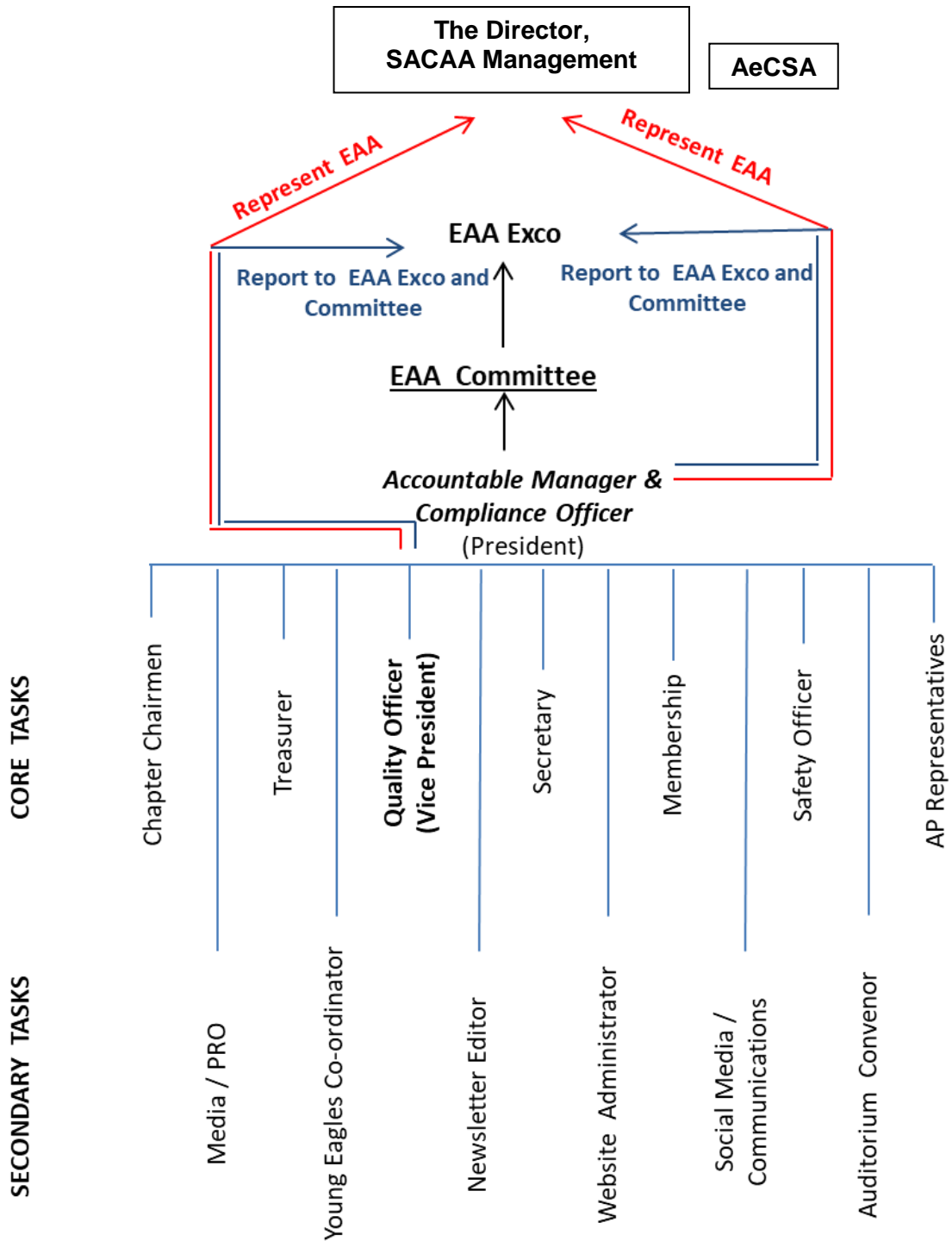
The Secretary provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external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

##### **8.3.2a DUTIES & RESPONSIBILITIES**


- Enthusiastic with a good knowledge of EAA and related matters.
- 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
- Is not required to represent EAA to the Director, SACAA Management or AeCSA in day to day operations, but he/she may be called on by Exco, the Accountable Manager or Quality Assurance Manager to represent EAA to the Director, SACAA Management, or AeCSA.

## 9. ORGANISATION CHART

	SACATS 149.02.2. 1. (4)
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## 10. LOCATIONS


	<i>SACATS 149.02.2. 1. (5)</i>
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- EAA does not require or have a full time manned office.
- Meetings take place in various locations, which are not owned, nor managed by EAA.
- Any official flying or building activities may take place at any location in South Africa approved by EAA.
- EAA Exco and Committee are available virtually, telephonically and electronically as required, with appropriate notice.
- As EAA does not regulate any activities, they encourage members to conform to the SA CATS/CARS 2011 as amended. EAA members or personnel of the organisation are not required to exercise functions or powers delegated by the Director.

Location	Members or personnel	Function	Powers delegated
122 Linvelt Rd, Hangar 1, Wonderboom Airport, Pretoria,0110	Senior person identified as the Accountable Manager and Compliance Officer	Serve EAA Members Represent EAA Promote safety	N/A
45 Brabazon Road, Isando, Gauteng, 1609	A Competent person who is responsible for Quality Control : Quality Assurance Manager	Serve EAA Members Represent EAA Promote safety	N/A
30 Fouchee Terrace, Morninghill, Bedfordview, Johannesburg	Adequate personnel to carry out and supervise the recreation covered by the application : National Treasurer	Serve the EAA Members as required Promote safety	N/A
La Gratitude Circle, Lonehill, Gauteng, 2152	Adequate personnel to carry out and supervise the recreation covered by the application : National Secretary	Serve the EAA Members as required Promote safety	N/A

Note that these locations are for personal use and not for organisational use and all documentation will be recorded electronically and may not have physical copies available at these locations. Electronic copies are available at all locations listed and unlisted.

## 11. RESOURCES


	<i>SACATS 149.02.2. 1. (6)</i>
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- Communications, including website, email campaigns, social media (incl but not limited to Facebook, twitter and Instagram) are used as channels of communication with members and perspective members.
- A monthly newsletter is distributed to members and aviators.
- Best practice and mentorship – the EAA Annual Convention and EAA Sun ‘n Fun are the only two official EAA fly in events and are hosted at a different location within South Africa annually.. They are national gathering of members and aviation enthusiasts at a pre-selected airfield, where they are able to network, share best practice, get updates 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, which is only recognised by EAA. All SACAA build regulations and guidelines are conformed to and judges check that all SACAA documentation is in order for these aircraft. These annual events give members the opportunity to ensure that they are adhering to SACAA build requirements with experienced members reviewing their work.
- EAA AGM – While this often takes place at the EAA Annual Convention, it may take place as an individual event, separate to the Convention.
- Monthly Meetings are held at Dickie Fritz MOTH Hall, Edenvale where members are updated on safety matters & relevant aviation issues.
- EAA Auditorium, Rand Airport is a rented facility and is utilised for Talks and Presentations by experienced aviators, where members are invited to join.
- 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. This is especially true for aircraft building.
- 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.
- CAA Safety Campaign: EAA has made substantial contributions towards the CAA Safety Campaign in and continues to encourage members to assist and participate as far as possible to maintain high levels of Safety.
- AP Scheme Leaders offering professional guidance construction and maintenance of Non Type Certified Aircraft.
- A copy of our MOP will be uploaded to our website [www.eaa.org.za](http://www.eaa.org.za) for record keeping purposes and may be made available on request, by permission of Exco.

Location <b>[as per section 9]</b>	Summary of the Resources	Scope of activity
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National	Newsletter and communications distribution	Virtual distribution
National	EAA Annual Convention	Workshops, networking of members
National	EAA Sun 'n Fun	Fly in and social
National	EAA AGM	Meeting
Gauteng	EAA Legend Talk Shows	Presentation
Gauteng / Virtual	EAA 322 Monthly meeting	Meeting & Presentation
National	AP Scheme / Aircraft Builder support	Ongoing support with processes, information and documentation
National	Safety	Members are continuously reminded of safety aspects and are reminded of safety requirements for any ad hoc fly in.

## 12. AUTHORISATIONS OR DELEGATIONS GRANTED

	SACATS 149.02.2. 1 (7)
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EAA is a National body and represents all EAA members nationally in terms of the ARO.

### 12.1 ACCOUNTABLE MANAGER

- The elected President of EAA will be the Accountable Manager.
- The appointed National President of EAA shall fulfil the role of ACCOUNTABLE MANAGER and is authorised as follows :
  - To maintain and is in charge of communication between the EAA and the Director, SACAA Management and AeCSA on behalf of EAA.
  - May engage individually with the Director, SACAA Management and AeCSA on behalf of EAA.
  - All decisions which impact directly on the EAA and its members shall be the responsibility of the Exco to review and respond to. The appointed representative of the organisation is the Accountable Manager and in consultation with Exco, may engage individually with the Director, SACAA Management and AeCSA on behalf of the EAA but may not make decisions on behalf of the organisation without the approval of Exco. In the absence of the Accountable Manager, the Quality Assurance Manager may represent the EAA.


### 12.2 QUALITY ASSURANCE MANAGER

- The appointed National Vice President of EAA shall be the Quality Assurance Manager.
- He/she shall be vested with all the powers and authority of the Accountable Manager, in the absence, or at the request of the Accountable Manager, who holds the position of National President of EAA. This will allow the Quality Assurance Manager to :
  - communicate between the EAA and the Director, SACAA Management and AeCSA on behalf of EAA.
  - engage individually with the Director, SACAA Management and AeCSA on behalf of EAA.
- The Quality Assurance Manager may, from time to time, appoint a representative to oversee activities. The appointed person/s will be communicated in writing and act on behalf of the Quality Assurance Manager.

### 12.3 OTHER REPRESENTATION AND AUTHORITY

Additional members and / or organisations may be appointed to represent EAA from time to time and will be authorised with written Delegation of Authority for the specific purpose required.

### 13. QUALITY ASSURANCE SYSTEM

	SACATS 149.02.2. 1 (8)(b) and SACATS 149.02.3. 1
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#### 13.1 LEVEL OF QUALITY THE ORGANISATION INTENDS TO ACHIEVE

The EAA aims to achieve organisational compliance to part 149 as detailed in the MOP of EAA for ARO009

This QAS is to ensure applicable compliance, monitoring, recording and to include the dissemination of any findings to promote safe operations within the EAA, and complies with CARS 149.02.3 (1) (2) and CATS 149.02.3 (1).

#### 13.2 INTERNAL REVIEWS

EAA National Committee will hold a bi-annual reviews including the following matters:

- Membership review
- Part 149 ARO
  - Compliance review
  - Status
  - Other Quality Indicators
- Matters arising

#### 13.3 PROCEDURE TO RECORD THE FINDINGS AND COMMUNICATE THEM TO MANAGEMENT

- Findings will be discussed at quarterly Committee meetings
- Should a finding be of particular value to members, this information will be disseminated to members either at a monthly meeting or via email, depending on the level of importance.

#### 13.4 QAS RESPONSIBLE PERSONS

To be reviewed at yearly EAA AGM when office bearers rotate or stand down:

Responsible person	Areas of responsibilities
Paul Lastrucci	Quality Assurance Manager

The Quality Assurance Manager may, from time to time, appoint a representative to oversee activities. The appointed person/s will be communicated in writing and act on behalf of the Quality Assurance Manager.

#### 13.5 OTHER QUALITY INDICATORS

The bi-annual Committee meeting will review the MOP document to ensure that the processes outlined are compliant, are adhered to and remain relevant.

##### 13.5.1 Facility malfunction

Not applicable as EAA neither owns or managed facilities.



### **13.5.2 Incidents**

Where any issues are deemed by the EAA Exco to be in conflict with the QAS, these will be minuted. If unresolved at said meeting, further action will be determined and addressed in order to ensure appropriate measures are in place to maintain compliance.

### **13.5.3 Occurrences**

Bi-annual reviews will be undertaken by EAA National Committee. Urgent matters will be addressed as required. Where a lapse in compliance is repeated, a full review of the QAS will be undertaken.

### **13.5.4 Complaints**

Complaints about the QAS will be addressed at the Bi-annual review with the EAA National Committee.

### **13.5.5 Defects**

Not applicable

## **13.6 PROCEDURES FOR MANAGEMENT ANALYSIS AND OVERVIEW**

The management review process entails ARO management to periodically review the QAS bi-annually, to ensure its continued suitability, adequacy and effectiveness, while addressing the possible need for changes to the quality management system.

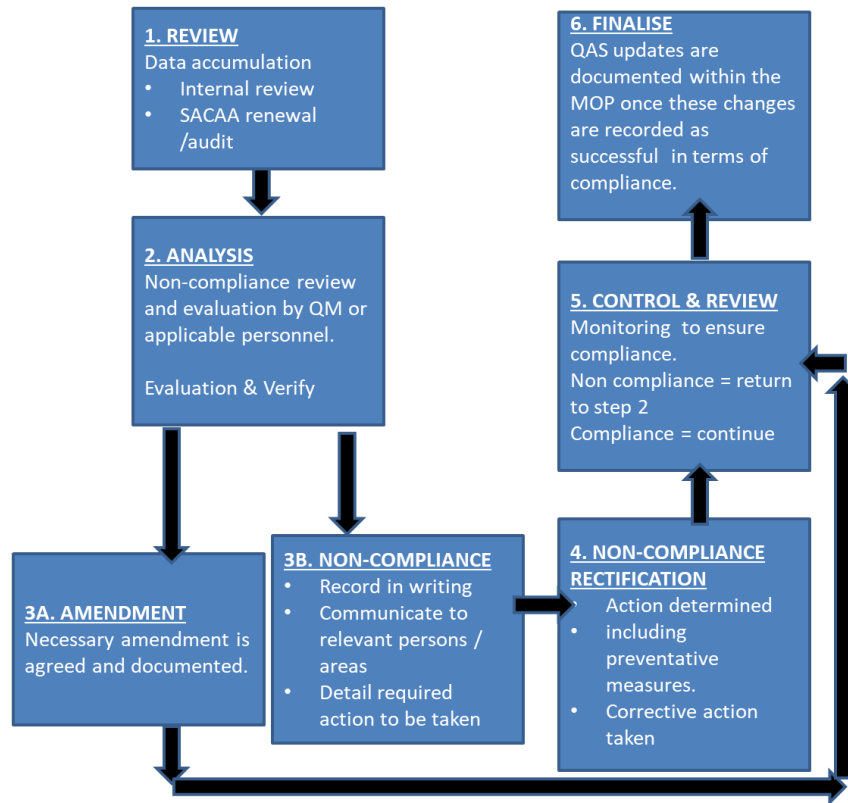
## **13.7 PROCEDURES FOR RECTIFYING ANY DEFICIENCIES**

All relevant information to be tabulated to reveal occurrence criteria, where defects are found. Correction measures are agreed and actions to rectify to be circulated as a formal document to the regulator and the EAA Committee. The MOP in full will be reviewed by EAA Exco for continued compliance and action and to be made available for audit purposes.

## **13.8 PROCEDURES FOR DOCUMENTING THE COMPLETE REVIEW PROCESS**

- The process and requirement of the QAS system and its contents will be shared for understanding at the first meeting after the yearly EAA AGM to ensure operational understanding by the incoming office bearers. This document may be reviewed and amended should a defect be found.
- The QUALITY ASSURANCE MANAGER will be updated annually after the AGM.
- This amended MOP will be provided to SACAA with an audit as required.

Diagram : Procedures for documenting the complete review process



## 14. CONTROL, AMEND AND DISTRIBUTION

### MANUAL OF PRECEDURE: CONTROL

Control copies of this manual are distributed as per the distribution table. This ARO will keep at least one complete and current copy of its manual of procedure referred to in regulation 149.02.2, at each EAA event specified in the manual of procedure.

### MANUAL OF PRECEDURE: DISTRIBUTION & AVAILABILITY

The Manual of procedures is maintained in electronic format; however, hard copies are available on request. This MOP is not available on a public platform; however it may be distributed electronically as required to EAA office bearers.

The manual is distributed to the personnel and entities mentioned in the following table:

COPY	PERSON/ORGANISATION/AUTHORITY	LOCATION
1	South African Civil Aviation Authority	Offices of the SACAA
2	Senior person identified as the Accountable Manager and Compliance Officer	Electronic copy
3	A competent person who is responsible for quality control : Quality Assurance Manager	Electronic copies
4	Adequate personnel to carry out and supervise the aviation recreation covered by the application	Electronic copies
5	EAA ARO 009 National Secretary	Hard Copy available on request

### MANUAL OF PRECEDURE: ISSUING OF AMENDMENTS

- On communication of the amended version to SACAA, it is confirmed that all responsible persons and personnel have read and understood the amendments by way of them being on cc to the communication to SACAA.
- Amended versions of the manual will be sent to SACAA for approval. The amendments are only given effect to after SACAA approval.
- Amended versions of the manual will be distributed electronically to all Exco members and made available to ordinary members on request. A summary of amendments as indicted in section 4

The End : Page 19 of 19