

 <p>SOUTH AFRICAN CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p> <p>GENERAL NOTICE # GAD-2021/ARO001</p>	<p>SACAA Private Bag X 73 Halfway House 1685</p>
<p>Tel: (011) 082-1000</p> <p>E-Mail: delangen@caa.co.za</p>		<p>DATED: 17 December 2021</p>

AVIATION RECREATION ORGANISATIONS MANUAL OF PROCEDURE

1. APPLICABILITY

- 1.1. This notice is applicable to all Aviation Recreation Organisations (ARO's) approved in terms of Part 149 of the Civil Aviation Regulations 2011, as amended.

2. PURPOSE OF THIS GENERAL NOTICE

- 2.1. This General Notice serves to inform ARO's of information to be contained in the ARO Manual of Procedure (MOP) and ARO documentation which must accompany the MOP.

3. APPLICABLE REGULATIONS


- 3.1. SA-CAR Part 149
3.2. SA-CATS 149 (ARO)

4. CONTENT TO BE INCLUDED IN THE ARO MOP

- 4.1. Attention is drawn to revised Technical Guidance Material (TGM) and a MOP template dated 15 December 2021.
- 4.2. The aforementioned TGM and MOP template replaces ARO MOP TGM dated 12 March 2021 and is intended to assist ARO's in developing a MOP and submission of relevant documentation to the CAA.
- 4.3. The revised TGM and MOP template is available on the CAA website (www.caa.co.za).
- 4.4. Full details of the MOP and documentation requirements is detailed in the aforementioned TGM.
- 4.5. ARO's are required to submit the above information in a professionally concise and commensurate manner. Any unprofessional or disorderly MOP submitted to the CAA for approval will be returned to the sender to make relevant corrections before resubmission. This may result in a delay in receiving approval for the MOP.

5. TRANSITIONAL PROVISIONS

- 5.1. Holders of existing ARO Certificates must submit the aforementioned MOP and documentation before 31 March 2022. Such submission must be compliant with the provisions of ARO MOP TGM dated 15 December 2021.
- 5.2. All new ARO applications must be accompanied by a MOP and documentation which conform to the provisions of ARO MOP TGM dated 15 December 2021.
- 5.3. All ARO approvals which have expired must submit the aforementioned MOP and documentation which conform to the provisions of ARO MOP TGM dated 15 December 2021 before such ARO approval is reissued.

Issued by the South African Civil Aviation Authority (SACAA)		
	NEIL DE LANGE	17 December 2021
SENIOR MANAGER: GENERAL AVIATION DEPARTMENT	NAME IN BLOCK LETTERS	DATE