

EXPERIMENTAL AIRCRAFT ASSOCIATION OF SOUTH AFRICA (EAA)



**IN ACCORDANCE WITH PART 149 OF THE SOUTH AFRICAN CIVIL AVIATION
REGULATIONS, 2011 AS AMENDED**

ARO APPROVAL NUMBER SACAA : **ARO 009**

PHYSICAL ADDRESS

EAA of SA Auditorium
Hurricane Road
Rand Airport, Germiston
1419

CONTACT DETAILS



Cell : 0828227018
Email : rsvp@eaa.org.za
Website : www.eaa.org.za

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

REVISION 4

1. DETAILS AND APPROVAL

Title of Manual	EAA of SA ARO 009 MANUAL OF PROCEDURES
Revision and Amendment Number	Revision 4
Effective Date	March 2022

PROCESS	NAME	SIGNATURE	DATE
Prepared By	Marie Reddy		30Sept2022
Reviewed by the person responsible for Quality Control	David Toma		30Sept2022
Reviewed by the Accountable Manager and Compliance Officer	Paul Lastrucci		30Sept2022
Approved by the South African Civil Aviation Authority	N de Lange		16 Nov 2022

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.

Copyright ©2020 EAA of SA ARO 009
All rights reserved.

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

2. TABLE OF CONTENTS

ITEM	PAGE NO
1. DETAILS AND APPROVAL	2
2. TABLE OF CONTENTS	3
3. ABBREVIATIONS & APPLICABILITY	4
4. AMENDMENT RECORD	4
5. LIST OF EFFECTIVE PAGES	4
6. STATEMENT	5
7. PERSONNEL	6
7.1 TITLES AND NAMES	6
7.2 PROCEDURES FOR INITIALLY ASSESSING PERSONNEL AUTHORISED BY THE ARO	6 6
7.3 PROCEDURE FOR MAINTAINING, THE COMPETENCE OF THOSE PERSONNEL AUTHORISED BY THE ARO	6 6
7.4 PROCEDURES WHICH THE HOLDER OF APPROVAL IS AUTHORISED TO ESTABLISH AND ADMINISTER	7 7
8. DUTIES AND RESPONSIBILITIES OF THE PERSONNEL SPECIFIED	8
8.1 DUTIES AND RESPONSIBILITIES OF ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER	8 8
8.2 DUTIES AND RESPONSIBILITIES OF QUALITY ASSURANCE MANAGER	9
8.3 DUTIES AND RESPONSIBILITIES OF ADEQUATE PERSONNEL	9
9. ORGANISATION CHART	11
10. LOCATIONS	12
11. RESOURCES	13
12. AUTHORISATIONS OR DELEGATIONS GRANTED	14
13. QUALITY ASSURANCE SYSTEM	15
13.1 LEVEL OF QUALITY THE ORGANISATION INTENDS TO ACHIEVE	15
13.2 INTERNAL REVIEWS	15
13.3 PROCEDURE TO RECORD & COMMUNICATE FINDINGS	15
13.4 QAS RESPONSIBLE PERSONS	16
13.5 OTHER QUALITY INDICATORS	16
13.5.1 FACILITY MALFUNCTION	16
13.5.2 INCIDENTS	16
13.5.3 OCCURANCES	16
13.5.4 COMPLAINTS	16
13.5.5 DEFECTS	16
13.6 PROCEDURES FOR MANAGEMENT ANALYSIS AND OVERVIEW	16
13.7 PROCEDURES FOR RECTIFYING ANY DEFICIENCIES	17
13.8 PROCEDURES FOR DOCUMENTING THE COMPLETE REVIEW PROCESS	17 17
14. CONTROL, AMEND AND DISTRIBUTION OF MOP	18
15. SPECIAL AIR EVENTS AND COMPETITION PROCEDURES	18

3. ABBREVIATIONS & APPLICABILITY

The following abbreviations and applicability are used throughout this document

- AeCSA means Aero Club of South Africa
- ARO means Aviation Recreation Organisation (as approved in terms of Part 149 of the Civil Aviation Regulations 2011, as amended)
- DCA means Director of Civil Aviation
- EAA means Experimental Aircraft Association of South Africa
- Exco means Executive Committee of EAA
- MOP means EAA Manual of Procedures
- Part 149 refers to SA-CAR Part 149 3.2. SA-CATS 149 (ARO)

Applicability

149.01.1 (1) This Part applies to the approval and operation of organisations whose members operate, for recreational purposes, –

- microlight aeroplanes and powered paragliders;
- gliders;
- free balloons;
- gyroplanes;
- hang gliders and non-powered paragliders;
- parachutes; or
- non-certificated aircraft.

- SACAA means South African Civil Aviation Authority
- SA-CAR's means Civil Aviation Regulations, 2011 as amended
- SA-CATS means Civil Aviation Technical Standards


4. AMENDMENT RECORD

AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
Revision 2	January 2021	All pages have been changed	David Toma
Revision 3	March 2022	All pages have been updated in line with General Notice and revised TGM	Paul Lastrucci
Revision 4	May 2022	Quality Manager	Paul Lastrucci

5. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
Page 2	Revision 3	March2022	Page 4	Revision 3	Feb2022
Page 5	Revision 3	Feb2022	Page 6	Revision 3	Feb2022
Page 8	Revision 3	March2022	Page 9	Revision 3	Feb2022
Page 12	Revision 3	Feb 2022	Page 13	Revision 3	March2022
Page 14	Revision 3	Feb 2022	Page 15	Revision 3	Feb 2022
Page 16	Revision 3	Feb 2022	Page 18	Revision 3	Feb 2022
Page 2	Revision 4	May 2022	Page 4	Revision 4	May 2022
Page 5	Revision 4	May 2022	Page 6	Revision 4	May 2022
Page 7	Revision 4	Sept2022			

6. STATEMENT

	SA-CATS 149.02.2. 1. (1)
---	--------------------------

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 to undertake aircraft build / renovation / construction projects in a safe manner in terms of SACAA regulations and offers a network for guidance and assistance. Through this channel, the EAA promoted safety and development of recreational aviation. The EAA does not conduct commercial and unauthorised operations. In terms of administration and finance, EAA practices good governance with specific responsibilities and authorities as outlined in this document and that of Roles and Responsibilities and Code of Conduct.

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, Paul Lastrucci, (President) of the **Experimental Aircraft Association of South Africa**, and Accountable Manager of ARO 009, understand the contents of this MOP is compiled in accordance with SA-CATS Part 149 of 2011 as amended, which is what EAA conform to.

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

SIGNED:		30 June 2022
ACCOUNTABLE MANAGER:	Paul Lastrucci	DATE


7. PERSONNEL

	<i>SA-CATS 149.02.2. 1. (2)</i>
---	---------------------------------

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	Paul Lastrucci	
A COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL : QUALITY ASSURANCE OFFICER	David Toma	
ADEQUATE PERSONNEL TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THE APPLICATION	Executive Committee	
	President	Paul Lastrucci
	Vice President	David Toma
	Treasurer	Mark Clulow
	Secretary	Keaton Perkins
	Administration Support	Marie Reddy

	<i>SA-CATS 149.02.2. 1 (8)(a) and SA-CAR 149.02.4</i>
--	---

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 by the elected Exco.

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 Accountable Manager.

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 DCA, 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.




SA-CATS 149.02.(8)(b) and 149.02.16

7.4 PROCEDURES WHICH THE HOLDER OF APPROVAL IS AUTHORISED TO ESTABLISH AND ADMINISTER

- The EAA does not administer regulatory tasks, nor do they require permission from the SACAA to do so at the moment.

8. DUTIES AND RESPONSIBILITIES OF THE PERSONNEL SPECIFIED

	<i>SA-CATS 149.02.2. 1. (3)</i>
---	---------------------------------

8.1 DUTIES AND RESPONSIBILITIES OF THE SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER

The EAA Exco shall appoint a suitable representative to act as the Accountable Manager and Compliance Officer

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 a member of Exco, 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 DCA, SACAA Management and AeCSA.
- The Accountable Manager 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 Accountable Manager and Compliance Officer shall report to 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 DCA, SACAA Management and AeCSA on behalf of EAA.
- May engage individually with the DCA, 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 EAA Exco shall appoint a suitable representative to act as the Quality Assurance Manager.

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 DCA, 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 DCA, 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 DCA, SACAA Management or AeCSA, unless appointed to act as the Accountable Manager.

8.3.2 NATIONAL SECRETARY: REQUIREMENTS

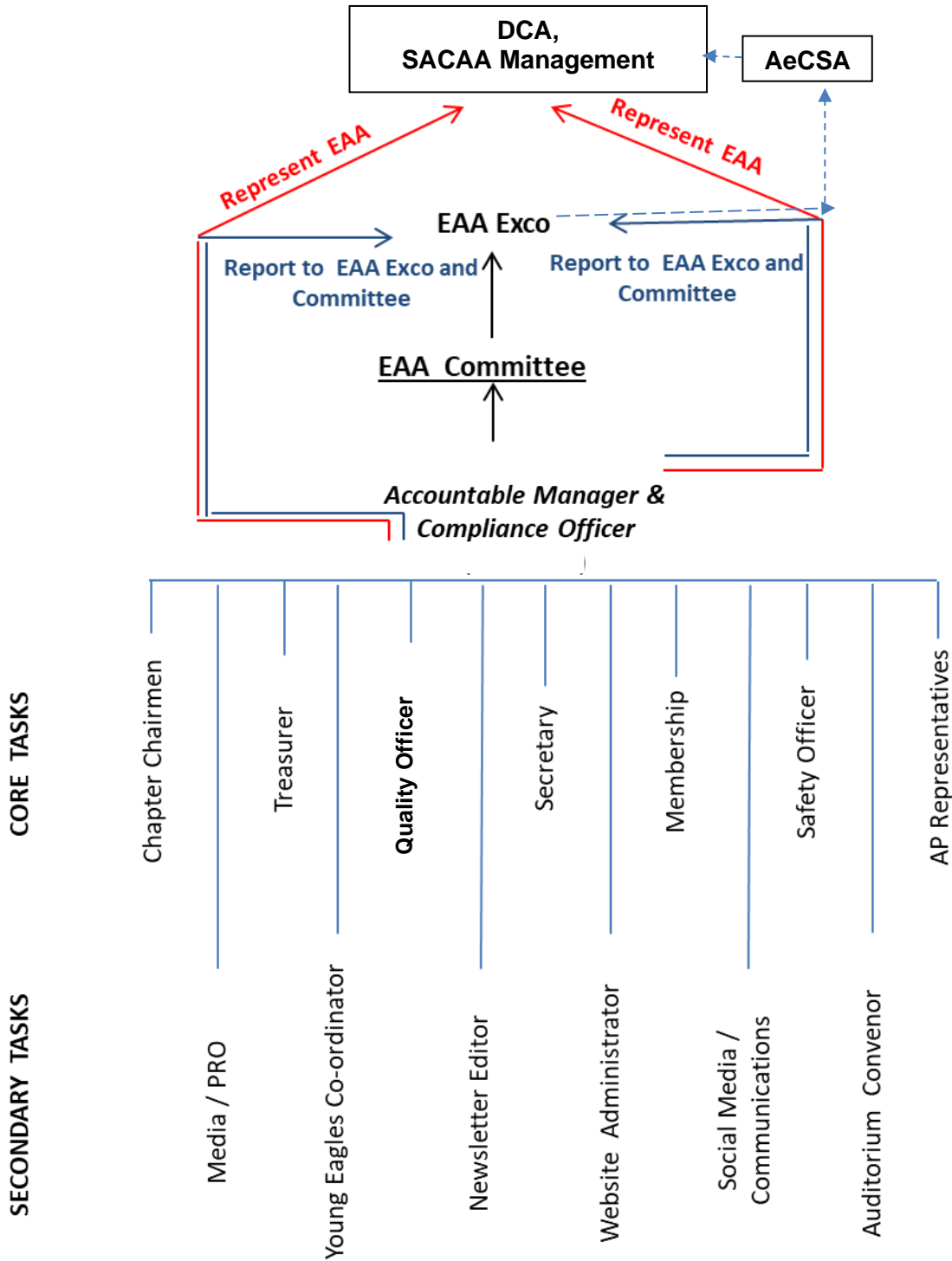
The Secretary provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external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

9. ORGANISATION CHART

	SA-CATS 149.02.2. 1. (4)
---	--------------------------



10. LOCATIONS

	<i>SA-CATS 149.02.2. 1. (5)</i>
---	---------------------------------

- 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 DCA.

Location	Members or personnel	Function	Powers delegated
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
Hurricane Road, Rand Airport, Germiston, 1419	Senior person identified as the Accountable Manager and Compliance Officer	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
Hurricane Road, Rand Airport, Germiston, 1419	Adequate personnel to carry out and supervise the recreation covered by the application : Administrator	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




SA-CATS 149.02.2. 1. (6)

- 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 prospective 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 the EAA Auditorium, Rand Airport 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 ARO Certificate and MOP is uploaded to our website www.eaa.org.za for record keeping purposes and may be made available on request.

Location [as per section 11]	Summary of the Resources	Scope of activity
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.
National	Safety	Safety aspects are addressed at all meetings, covering a range of topics within Safety

12. AUTHORISATIONS OR DELEGATIONS GRANTED

	<i>SA-CATS 149.02.2. 1 (7)</i>
---	--------------------------------

EAA is a national body and represents all EAA members nationally in terms of the ARO.

12.1 ACCOUNTABLE MANAGER

- The elected EAA Exco will appoint a suitable member as the Accountable Manager.
- The appointed member 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 DCA, SACAA Management and AeCSA on behalf of EAA.
 - May engage individually with the DCA, 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 DCA, 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 elected EAA Exco will appoint a suitable member as 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. This will allow the Quality Assurance Manager to :
 - communicate between the EAA and the DCA, SACAA Management and AeCSA on behalf of EAA.
 - engage individually with the DCA, 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

	<i>SA-CATS 149.02.2. 1 (8)(b) and SACATS 149.02.3. 1</i>
---	--

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, including but not limited to:
 - Compliance review
 - Status
 - Other Quality Indicators
- Matters arising

13.3 PROCEDURE TO RECORD THE FINDINGS AND COMMUNICATE THEM TO MANAGEMENT

- The Quality Assurance Manager is responsible for ensuring compliance with the MOP and will be aware of any deviation as well as the circumstances.

- Findings will be addressed as soon as these are evident. Corrections or adjustments will be made accordingly. Refer to 13.8.
- MOP amendments will be submitted o SACAA for approval should this be required.
- 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
David Toma	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 nor 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.

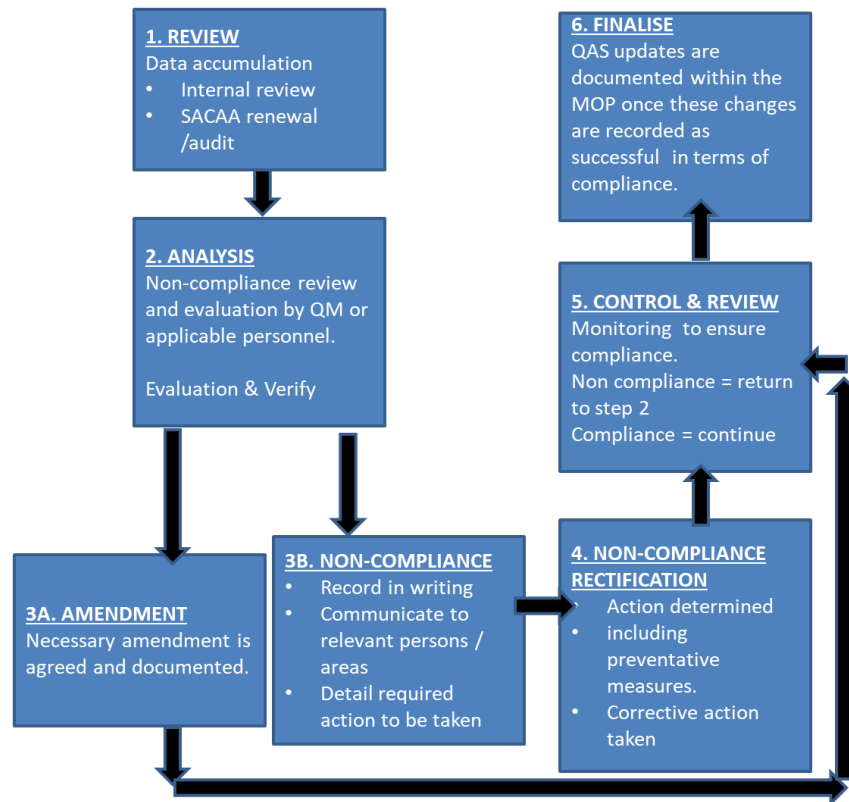
13.7 PROCEDURES FOR RECTIFYING ANY DEFICIENCIES

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.

13.8.1 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	Experimental Aircraft Association EAA ARO 009	Office of EAA (by appointment)
3	Senior person identified as the Accountable Manager and Compliance Officer	Electronic copy
4	A competent person who is responsible for quality control : Quality Assurance Manager	Electronic copy
5	Adequate personnel to carry out and supervise the aviation recreation covered by the application	Electronic copy

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 indicated in section 4

15. SPECIAL AIR EVENTS AND COMPETITION PROCEDURES

(added as a requirement as at 15 December 2021)

	SA-CATS 149.02.8(b) and 149.02.16
---	-----------------------------------

Not applicable to EAA as these types of events are not undertaken by EAA or practiced within ARO 009.

Document End