



**South African Gyroplane Association**

**MANUAL  
OF  
PROCEDURES**

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

**ARO APPROVAL NUMBER SACAA / ARO008**





**SOUTH AFRICAN GYROPLANE ASSOCIATION**

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ARO 008*



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## APPROVAL

PROCESS	NAME	SIGNATURE	DATE
Prepared By	Y Combrinck		13-05-2022
Reviewed by the person responsible for quality control	Y Combrinck		13-05-2022
Reviewed by the Accountable manager and compliance officer	W Vorster		13-05-2022
Approved by the South African Civil Aviation Authority	N de Lange		29 June 2022

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## **DEFINITIONS**

<b>AGM</b>	<i>“Annual General Meeting”</i>
<b>CAP</b>	<i>“Corrective Action Plan”</i>
<b>CAR</b>	<i>“Civil Aviation Regulations”</i>
<b>CATS</b>	<i>“Civil Aviation Technical Standards”</i>
<b>Director</b>	<i>“Director of South African Civil Aviation Authority”</i>
<b>SAGPA</b>	<i>“South African Gyroplane Association”</i>
<b>MOP</b>	<i>“Manual of Procedures”</i>
<b>QAS</b>	<i>“Quality Assurance System”</i>
<b>SACAA</b>	<i>“South African Civil Aviation Authority”</i>
<b>SGM</b>	<i>“Special General Meeting”</i>

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## **INTRODUCTION**

This Manual of Procedures has been compiled in accordance with the South African Civil Aviation Regulations and Technical Standards Part 149 and sets out the operational procedures of the organization which represents NTCA rotorcraft, gyroplanes and gyro gliders that are operated for recreation purposes in terms of Part 149, excluding COMPETITION AEROBATIC ROTORCRAFT.

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

1. The Civil Aviation Regulations (SA-CAR)
2. The Civil Aviation Technical Standards (SA-CATS) of the South African Civil Aviation Authority (SACAA).

### **Other Manuals and Documents to be used in Conjunction with this Manual**

#### **Manuals**

1. MOP-DOC-002 – List of Personnel/Committee Members
2. MOP-DOC-003 - Constitution
3. MOP-DOC-004 – Code of Conduct
4. MOP-DOC-007 – North Meet South Event MOP
5. MOP-DOC-009 – Competitions MOP
6. MOP-DOC-010 – List of Assets

#### **Documents**

7. MOP-DOC-012 – Letter of Authorisation
8. QAS-DOC-001 – Auditing Schedule

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## 9. QAS –DOC-002 – Revision Status of Documents

SAGPA members will be bound by the provisions of this manual and its supporting documents.

The term “SAGPA”, whenever used herein shall mean the South African Gyroplane Association.

The term “SAGPA Management Committee” shall mean the duly elected members who form the Executive committee of SAGPA.

### **Regulatory References in this Manual of Procedure**

Where it refers to specific regulation or technical standard in the manual, pertaining to the Civil Aviation Regulations of 2011 and as amended, please ensure you refer to the following website : <http://caa.mylexisnexis.co.za/> for the most up to date information pertaining to the CARs of 2011 as amended.

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## **ARO CONTACT INFORMATION**

*Physical address for Audits:* C/o Aero Club  
Hangar 50  
Hurricane rd  
Rand Airport  
Germiston  
1419

*Virtual / Digital Audits* Microsoft Teams Platform or  
ZOOM Platform

*Physical address for Operations:* Refer to Form **MOP-DOC-002**

*Telephone:* 083 701 0078 (Weidie Vorster)

*Website:* [www.sagpa.co.za](http://www.sagpa.co.za)

*E-mail address:* [secretary@sagpa.co.za](mailto:secretary@sagpa.co.za)

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## CERTIFIED STATEMENT

This is to certify that I, **WEIDIE VORSTER**, (Accountable Manager) of the **SOUTH AFRICAN GYROPLANE ASSOCIATION** know and understand the contents of this manual of procedures and all other manuals and documents referenced in this manual of procedures comply in accordance with document SA-CATS Part 149 (South African Civil Aviation Regulations).

This **SOUTH AFRICAN GYROPLANE ASSOCIATION** manual of procedures contains a true and accurate reflection of our policies and procedures.

Furthermore, to maintain this association of rotorcraft pilots as an ARO, in terms of Part 149 of the South African Civil Aviation Regulations.

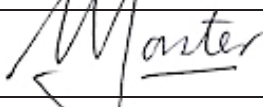
The organisation represents NTCA rotorcraft, gyroplanes and gyro gliders that are operated for recreation purposes, excluding COMPETITION AEROBATIC ROTORCRAFT.

We strive to encourage and promote gyroplane and sport aviation in South Africa by, inter alia, organising flying events and competitions (if possible).

To assist members, make suggestions to members and give advice on aviation related activities of members and to apply disciplinary procedures where required as per this SAGPA Manual of Procedures. To carry out from time to time such other activities as may be agreed with the Director of the Civil Aviation Authority in terms of the Civil Aviation Act.

To advance and protect the interests of all members of SAGPA, promote participation in events organised by SAGPA, to communicate relevant information to all members of SAGPA, to provide members with collective representation in all matters affecting them.

Signed at CENTURION on this 9<sup>th</sup> day of May 2022



<b>Signed</b>		09 May 2022
<b>Accountable Manager</b>	<b>WEIDIE VORSTER</b>	<b>Date</b>

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## AMENDMENT/REVISION RECORD SHEET

Revision No.	Revision Date	Revised By	Status	Signature & Stamp
Initial	09-05-2022	Y Combrinck	Quality Assurance Manager	
1	13-05-2022	Y Combrinck	Quality Assurance Manager	

### NOTE

It is the responsibility of the holder of this manual to maintain the manual in a current status. When in doubt, contact the Accountable Manager or Quality Assurance Manager of this ARO to confirm the current status or reference SAGPA website, [www.sagpaco.za](http://www.sagpaco.za).

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### NOTE

The holder of this manual shall remove the superseded page(s), insert latest revised page(s) and destroy the superseded page(s).

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## DISTRIBUTION

The approved Manual of Procedure, Code of Conduct, Quality Assurance System, Constitution and any other important and regulatory documentation shall be published for download in PDF Electronic Format on the SAGPA official Website and all applicable communication platforms, as required, as per section 7 of this MOP, utilized by SAGPA to communicate with its members and committee members.

The manual is distributed and available in PDF electronic format to the committee members, members and entities mentioned in the following table:

Document	Document Copy	Distributed To / Location
MOP-DOC-001	Electronic PDF	Offices of Aeroclub
MOP-DOC-001	Electronic PDF Path	SAGPA DROPBOX
MOP-DOC-001	Electronic PDF	Uploaded to SAGPA Website Members Section
MOP-DOC-001	Electronic PDF	Accountable Manager
MOP-DOC-001	Electronic PDF	Quality Assurance Manager
MOP-DOC-001	Electronic PDF	General Admin Manager
MOP-DOC-001	Electronic PDF	Head of Technical
MOP-DOC-001	Electronic PDF	Head of Training
MOP-DOC-001	Electronic PDF	SAGPA Whatsapp Committee Group
MOP-DOC-001	Electronic PDF	SAGPA Whatsapp Members Group
MOP-DOC-001	Electronic PDF	SACAA – General Aviation Department


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## GENERAL


### Applicability

-  To promote Rotorcraft flying through an Approved MOP in terms of Part 149 of the SACARs 2011, as amended.

### Scope of Approval

-  Any aircraft in flight, utilising the airspace is subject to the regulations imposed by the SACAA. The Civil Aviation Regulations (CARs), and the Civil Aviation Technical Standards (CATS), cover all manned aircraft operations, including the operations of Rotorcraft that includes Gyroplane as per the Aircraft Classification documented in CATS 47.

-  Operation of Rotorcraft for financial reward or gain is excluded from SAGPA administration.

-  SAGPA as ARO do not set any standards in terms of the SACAR and CATS, these standards are already set in terms of the regulations as detailed in Part 24,62,66.4,94 and 91 and the associated Technical Standards, however, should any amendment/s or updates be required, SAGPA will submit such amendments through the CARCOM process and/or participate in the CARCOM and promulgation process or any other workgroup where participation from SAGPA is required.

### Type of Aircraft

-  Rotorcraft as per the Aircraft Classification documented in CATS 47.

### Areas of Operations





-  South Africa

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## Approval in terms of Part 149

-  To oversee and develop and participate safety standards for operations of gyroplanes.
-  To continuously evaluate compliance with the conditions of the approved MOP, and the South African Civil Aviation Regulations 2011, as amended.
-  To advise the SACAA on regulatory amendments applicable to Gyroplane Operations.
-  To notify the SACAA of non-compliance by its members.


## Display of Aviation Recreation Organisation Approval

-  SAGPA's aviation recreation organisation approval shall be displayed via our website which is accessible by the members.

## Advertisements

-  Any advertisement by SAGPA indicating that it is an aviation recreation organisation, shall reflect the number of our aviation recreation organisation approval issued by the Director and contain a reference to the aviation recreation for which such approval was issued.

## Safety Inspections and Audits

-  It is understood that SACAA shall perform its duties in terms of its functions, which includes the approval, control, and oversight of manuals of procedure and the operations of all aviation organisations and sites that operate for sport and recreational purposes. Accordingly, SAGPA shall afford the SACAA authorised officer, inspector, or authorised person full access to the organisation's operations, documentation, and its members' activities for the purposes of oversight and audits, both ad hoc and scheduled.

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## Register of Approval



The Director of Civil Aviation shall maintain a register of all aviation recreation organisation approvals issued in terms of these regulations.

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## Application for Amendment of the ARO

- Amendment procedure to be followed as documented in this MOP. The amendment to be made to the Director on the appropriate prescribed form accompanied by the appropriate fee as prescribed in Part 187.

## Period of Validity

- An aviation recreation organisation approval shall be valid for the period determined by the Director, which period shall not exceed five years, calculated from the date of issuing or renewal thereof.

- The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director.

- The holder of an approval which expires, shall forthwith surrender the approval of the Director. The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

- The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director.

## Application for Renewal of the ARO

- Application for renewal of the ARO shall be made at least 60 days immediately preceding the date on which the approval expires. Application to be made to the Director on the appropriate prescribed form accompanied by the appropriate fee as prescribed in Part 187.

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## Transferability



An aviation recreation organisation approval shall not be transferable. A change in ownership of the holder of an approval to undertake aviation recreation, shall be deemed to be a change of significance.

## Duties of SAGPA as an ARO Approval holder



Hold at least one complete and current digital copy of its manual of procedure referred to in regulation at each location, comply with all procedures detailed in the manual of procedure, make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and continue to comply with the appropriate requirements prescribed in Part 149.

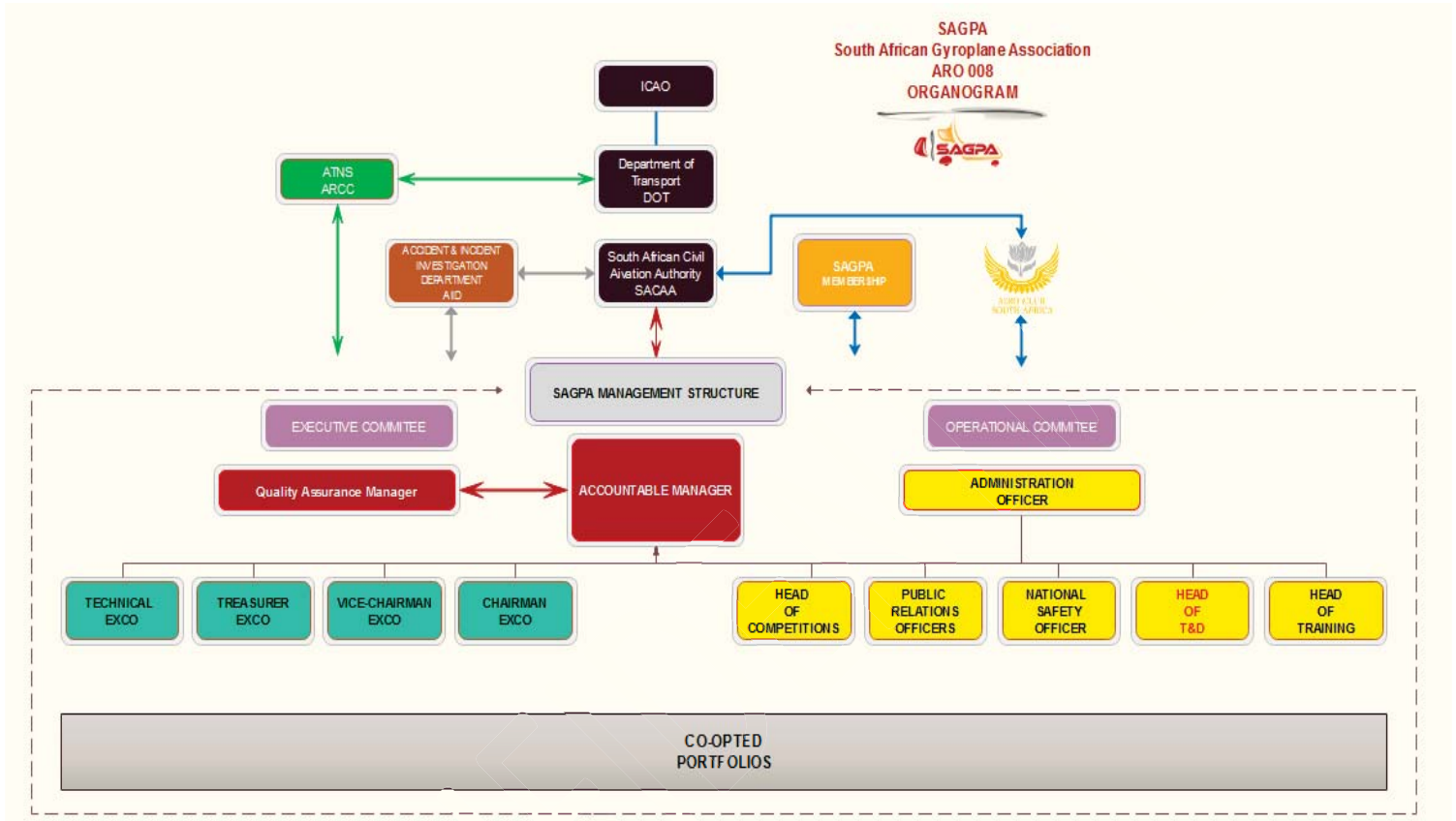
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# ORGANOGRAM



## NOTE

For SAGPA Committee Member Post holder names, please refer to Document MOP-DOC-002, List of Personnel

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## LOCATIONS OF MEMBERS AND PERSONNEL

Details of the locations of all elected/co-opted personnel including the Accountable Manager and the Quality Assurance Manager and where they are to exercise their functions is contained in Document **MOP-DOC-002**.

SAGPA does not have locations where members operate as members are individual pilots and can operate on their own at any airfield, airport or farm strip without the requirement for the ARO to have any resources at these locations. The location of our members is as per the member list which the ARO operates using the Bluebox online system.

## RESOURCES

### Personnel



All elected/co-opted personnel are to have access to a cell phone, a computer and an internet connection.



The Accountable Manager and Quality Assurance Manager need to have the above as a minimum to perform their duties and responsibilities

### Organisation Resources



A list of assets held by the organisation is detailed in Document **MOP-DOC-0010**.

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## **AUTHORISATIONS OR DELEGATIONS GRANTED**

### **By the Director of SA Civil Aviation Authority.**



SAGPA has been granted ARO Approval in terms of Part 149 with approval number ARO/008.

### **By the SAGPA**



SAGPA has authorised the elected members as listed in Document MOP-DOC-002 to perform duties and functions as listed in this MOP.

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## **SECTION 1: RULES**


### **1.1 Membership**

 Operators of non-type certified aircraft in the category Gyroplane and gyro gliders will be required to be members of an aviation recreation organisation as per regulation 94.06.01.


 This organisation also represents operators of NTCA Gyroplanes not subject to regulation 94.06.01 excluding Competition Aerobatic rotorcraft on a voluntary basis.

 Membership is renewable annually. Should SAGPA enter into a bilateral agreement with and become a valid section of the Aero Club of South Africa, then members of SAGPA will also have to be members of the Aero Club of South Africa. All members will abide by SAGPA's Constitution and Code of Conduct.

### **1.2 Pilot licencing**

 As Per Part 62 of the SA-CARs and SA-CATS

### **1.3 Flight Training Authorisation**

 As per Part 141 of the SA-CARs and SA-CATS

### **1.4 Aircraft airworthiness**

 As per Parts 24 and 94 of the SA-CARs and SA-CATS

### **1.5 Aircraft operation**


 As per Parts 24, 44, 91, and 94 of the SA-CARs and SA-CATS.

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## 1.6 South African Civil Aviation Regulations and Technical Standards


 South African Civil Aviation Regulations and their applicable Technical Standards shall be observed and complied with at all times by all members.

## 1.7 Type and Class Ratings

### 1.7.1 Definitions

 As per Part 1 of the SA-CAR and Part 24 of the SA-CARs and SA-CATS.

### 1.7.2 Type Rating

 As per Part 62 of the SA-CARs and SA-CATS.


### 1.7.3 Class Rating

 As per Part 62 of the SA-CARs and SA-CATS.


## 1.8 Rules of the Air

 As per Parts 91 and 94 of the SA-CARs and SA-CATS

## 1.9 Instruction and Introduction

 As per Part 62 and 141 of the SA-CARs and SA-CATS.

## 1.10 Use of radio equipment


 The minimum requirement is that the pilot is a holder of a restricted radio licence as per Part 91 or 94 of the SA-CARs and SA-CATS and will abide by the requirements of the current Electronic Communications ACT.

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## 1.11 Equipment

-  A person shall not operate any gyroplanes and any other rotorcraft unless it is equipped with the basic equipment as required by the class of airspace the flight will take place in and in compliance with Part 91 & 94 as applicable.

## 1.12 Conduct

-  Members shall conduct themselves in a manner that will not bring the sport or the organisation into disrepute.
-  Members shall not make a nuisance of themselves and comply with the provisions of regulation 91 and 94 (Rules of the Air) Members shall not cause harm to the sport of aviation in any way.
-  All paid up members agree to abide and comply with the SAGPA Constitution contained in Document **MOP-DOC-003** and the Code of Conduct contained in Document **MOP-DOC-004**.

## 1.13 Emergency Response Plan

-  Applicable and specific to each special air event hosted by SAGPA.

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## **SECTION 2 : LICENCES - GENERAL**

As per Part 62 as the case may be, of the SA-CARs and SA-CATS

### **2.1 Medical Certificate**

 As per Part 67 of the SA-CARs and SA-CATS


### **2.2 Age Limitations**

 As per Part 62 or Part 61, as the case may be, of the SA-CARs and SA-CATS


### **2.3 New Licence Applications**

 As per Part 62 or Part 61, as the case may be, of the SA-CARs and SA-CATS.

### **2.4 Fees**

 As per Part 187 of the SA-CARs and SA-CATS.

### **2.5 Foreign Licence validations**

 As per Part 62 or Part 61, as the case may be, of the SA-CARs and SA-CATS.

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### **SECTION 3: LICENCE REQUIREMENTS**

As per Part 62 as the case may be, of the SA-CARs and SA-CATS.

### **SECTION 4: LICENCE RENEWALS**

As per Part 62 as the case may be, of the SA-CARs and SA-CATS.

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## SECTION 5: PERSONNEL

SAGPA is run by an Executive and Operational Committee.

### 5.1 Elected Personnel & Authorisations Granted

 The personnel mentioned below are all elected positions which the members vote for at the Annual General Meeting.


 Document **MOP-DOC-002** contains the names, locations and delegation granted by the DCA of the elected personnel.


 The Executive/Management Committee:

- 1) A Chairman who is also the Accountable Manager
- 2) A Vice-Chairman
- 3) Treasurer
- 4) Quality Assurance

 The Operational Committee, as applicable

- 1) National Safety Officer
- 2) Head of Training
- 3) Head of Technical
- 4) Head of Competitions
- 5) Head of Transformation & Development Officer
- 6) Public Relations Officers
- 7) Administrative Officer (non-elective)

 Any portfolio position on the Operational Committee may, at the discretion of the Executive Committee, be shared by one or more persons.

 The Executive Committee will appoint or contract a qualified person to be the Quality Assurance Manager for the organisation.

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The Executive Committee will appoint the administrative officer.



After election at the AGM, the Accountable Manager and the Quality Assurance Manager will be required to sign a **Letter of Authorisation** as per Document **MOP-DOC-012** accepting their duties and responsibility.

## **5.2 Procedure for Initially Assessing the competency of Committee Members Authorised by the ARO**



The Accountable Manager, in conjunction with the Quality Assurance Manager, shall determine and where applicable review the required competency level of personnel and submit such amendments to MOP to the committee for approval.



The nominated candidate must comply with the criteria as set out in the requirements sections for the position nominated as per section 5.6 below.



Election and confirmation of these individual candidates' positions will follow the procedure as set out in section 5.4 above.

## **5.3 General Competency requirements**



The elected members are appointed to perform the functions required for good governance of SAGPA.



Appointments are based on experience, qualifications, knowledge, competencies, and skills transferred by previous elected members of the organisation, with clearly defined responsibilities and mandates.



Elected members shall have managerial, administration, and people skills.



Elected members shall have access to suitable communication devices.



Elected members shall be able to speak, read, and write English fluently.

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It would be an advantage if the individual can show experience in the position applying/ contracted or nominated for.



New elected members will sign the scope of authorisation granted which will deem as proof that the MOP and Quality System of the ARO is understood and and to be implemented at all levels.

#### **5.4 Procedure for maintaining the competency of those Committee Members authorised by the ARO.**



In addition to the minimum requirements as per section 5.6 above and where applicable and required, the Accountable Manager, in conjunction with the Quality Assurance Manager will identify additional courses/workshops/seminars should the position require such and in the event of a regulatory requirement.



In the event of any new revisions issued for the SA CAR and SA CATS as well as this organisation's Manual of Procedure (MOP), Committee Members affected shall be made aware of these revisions by the Quality Assurance Manager, using the communication platforms and distribution list as per section 7 of this MOP.

#### **5.5 Requirements, duties and responsibilities of the personnel**

##### **5.5.1 Chairman/Accountable Manager**

###### **5.5.1.1 Requirements**



Must have a general knowledge of the aviation sector falling under SAGPA.



Must have good people skills.



Must have good managerial skills.



Must be well versed in aviation related topics.

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Must be contactable by cell phone and email.



Must have access to the internet



Must have served for at least one year on the SAGPA committee.

### 5.5.1.2 Duties and Responsibilities



In all activities, seek to promote the goals of SAGPA, and have the interests of SAGPA and recreation flying in general at heart.



Must have unrestricted access to work performed or activities undertaken by all other persons contracted with SAGPA or other persons rendering service to SAGPA.



Is responsible for communication and liaison between SAGPA and the SACAA.



Deals with all complaints addressed to SAGPA either in person, or delegates to the appropriate portfolio/s and makes sure that the complaint has been dealt with 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 a SAGPA representative to attend in his/her stead.



Monitor any enforcement procedure should SACAA notify the ARO. On receipt of a successful enforcement matter the Accountable Manager will continue with the disciplinary procedure documented in this MOP.



Has full rights of consultation with any such person in SAGPA in respect of such compliance by him or her;



Has the power to report directly to the management of SAGPA on his or her investigations and consultations mentioned above.

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## 5.5.2 National Safety Officer

### 5.5.2.1 Requirements




-  Must have a valid pilot's licence and/or have held a pilots licences/or have experience in Aviation Safety.
-  Must be contactable by cell phone and email.
-  Must have access to the internet

### 5.5.2.2 Duties and Responsibilities

-  Stays up to date on all developments in aviation safety, which falls under the scope of the ARO.
-  Gives appropriate safety feedback to its members.
-  Has direct access to the Accountable Manager.
-  To promote safety amongst all members

## 5.5.3 Head of Training

### 5.5.3.1 Requirements

-  Must be an instructor or have held an instructors rating.
-  Must be contactable by cell phone and email.
-  Must have access to the internet

### 5.5.3.2 Duties and Responsibilities


-  Consult with SACAA on Part 141 issues.


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 Facilitate instructor seminars to discuss the standard of training methods at schools or any other training aspects.


 Liaise with SACAA in terms of SA-CAR Part 141 on training matters.

## 5.5.4 Head of Technical


### 5.5.4.1 Requirements


 Must have maintenance experience that will complement the field of aviation maintenance or have or have had an AP License or working towards an AP License.

 Must be contactable by cell phone and email.


 Must have access to the internet

### 5.5.4.2 Duties and Responsibilities

 To attend and represent SAGPA at Approved Person Panel meetings, in the case where the elected member in this position is also appointed as the representative at the AP Panel.

 Communicate technical issues and changes in legislation with the members.

 Must be well versed with regulatory matters.

 Must facilitate technical approved person seminars to discuss the standard of technical training.

 Must liaise with the SACAA on technical matters.





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## 5.5.5 Treasurer

### 5.5.5.1 Requirements

-  Must have a good financial background
-  Must have a sound knowledge of accounting
-  Must be able to keep a full set of financials and draft financial statements annually
-  Must have access to the internet

### 5.5.5.7 Duties and Responsibilities

-  Maintain an up to date set of financials, recording all transactions that have taken place during the financial year
-  Make payments of necessary accounts as agreed upon by the executive committee
-  Gather and collate event budgets if possible
-  Compile ARO budget report for the following financial year if possible
-  Exercise proper, legal and appropriate financial responsibility in all dealings with, or on behalf of SAGPA through maintaining accurate financial accounts and an asset registers, where applicable

## 5.5.6 Quality Assurance Manager

### 5.5.6.1 Requirements


-  Must have experience in Quality Assurance Management or auditing.

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 Must be contactable by cell phone and email.


 Must have access to the internet

### 5.7.6.2 Duties and Responsibilities

 Has direct access to the Accountable Manager on all matters affecting the organisation and shall have unrestricted access to activities undertaken by all committee members of this organization


 Has the authority to control and implement any quality assurance matter


 Shall be responsible for ensuring that the quality assurance system is properly implemented, maintained, reviewed and improved

 Monitor the ARO status and make application at least **sixty days** before expiry date of such approval for the issuing of an organisation approval, or an amendment thereof to the Director for Civil Aviation and be accompanied by the appropriate fee as prescribed in Part 187 of the SA-CAR. The MOP and/or MOP amendment shall be submitted for approval to the Director for Civil Aviation

 Conduct internal reviews

 Monitor the Quality Assurance System

 Shall make sure that the organisation has one approved complete current copy of the MOP and that it is available to all committee members to enable them to carry out their duties and responsibilities and to assure that compliance is met

 Shall make sure that the MOP is reviewed as required to ensure regulatory compliance.

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## **SECTION 6: ACCIDENT REPORTING**

All members are required to report accidents and incidents as per Part 12 of the SA-CAR. As a courtesy members are requested to notify the ARO Chairman/Accountable Manager or the National Safety Officer. This would assist the ARO with accident and incident analysis. This is for the benefit of all members.

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## **SECTION 7: COMMUNICATION**

### **7.1 Membership communications**

Membership communication includes Gyroplane Pilots, Instructors, ATO's and Approved Persons and the communication as listed below will be used for all members in the various categories/groups.

#### **7.1.1 E-mail**

E-mail via Mailchimp is one of the communication channels used to communicate with our members.

#### **7.1.2 Internet**

SAGPA encourages all members to register and to monitor the official SAGPA website page at [www.sagpa.co.za](http://www.sagpa.co.za) where all necessary bulletins and communications will be posted.

The SAGPA **Facebook page** will also form part of the social media communication with its members.

Relevant regulatory changes and information is also available on the SACAA website [www.caa.co.za](http://www.caa.co.za).

#### **7.1.3 WhatsApp**

WhatsApp is the main communication platform with all of the members, as any urgent information that is to be shared with members will be posted and communicated on this specific topic groups. Member access to this communication platform is higher than that of email, Facebook or the website.

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## 7.2 Dropbox Filling System

All files will be retained in digital format (PDF,DOC,XLS etc) in shared files on the **SAGPA** Dropbox filing system. Backups of this filing system will be synchronised in the cloud.

## 7.3 Committee meetings

Committee meetings will be convened at least 4 times per year or as the need arises. The Committee meetings will take place at an appropriate venue or alternatively via an appropriate electronic medium e.g. Whatsapp group, Skype, MS Teams.

A digital recording will be taken at all “in person” Management Committee meetings and will be transcribed into minutes and distributed to the committee. Minutes will be approved at the following Management Committee meeting.

Minutes will be available for members on request.

Important information will be distributed to the membership.

Portfolio reports to be submitted one week prior to the date of the committee meeting for perusal by the Management Committee members.

Agenda items will be communicated via the Management Committee Whatsapp group.

## SECTION 8: SCHOOLS AND TRAINING


As per Part 141 of the SA-CARs and SA-CATS.


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## SECTION 9: DISCIPLINARY PROCEDURE

 It is the responsibility of every SAGPA member to adhere to all the regulations as specified in the SA-CAR, SA-CATS, this manual of procedures and the SAGPA constitution contained in Document MOP-DOC-003 and the Code of Conduct contained in Document MOP-DOC-004. All Committee members of SAGPA will use all possible means to oversee and motivate the members.


 Ultimately all pilots are responsible for themselves, their aircraft, their passengers, other people or property.

 The role of SAGPA is to motivate its members to take responsibility by means of a communication and information support system.


### 9.1 Reporting of breach of rules and regulations

 The following procedure is to be followed when carrying out disciplinary actions against members of the organisation for contravention of SA-CARs and SA-CATS.

 SAGPA is to play a supportive role in the investigation led by SACAA.

 Any transgressions against the regulations, technical standards and/or illegal activities that may be brought to SAGPA's attention or be reported to SAGPA, will be handed over to the SACAA or SAPS, as the case may be.

 SAGPA is NOT AUTHORISED to suspend or revoke any licences or ATFs.

 Persons who are not members of SAGPA who have transgressed in terms of the SA-CAR or SA-CATS will be immediately reported to the SACAA for due process.

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## 9.2 Governing regulations









The procedures are governed by the SA-CARs, SA-CATS and the penalties and regulation infringements will be as per Part 185 of the Civil Aviation Regulations.

## 9.3 Record keeping

SAGPA will keep records of all infringements reported to SACAA for a period of 5 years.

## 9.4 Reportable offences

Examples of offences that can be handed over to the SACAA for immediate action but not limited to are inter alia, a person who:

-  Hinders any inspection by an authorised person.
-  Provides false information to an authorised person.
-  Prevents any person from performing his duty or exercising their privileges.
-  Operates or authorises the operation of any aircraft which is not airworthy or does not have a valid ATF.
-  Operates or authorises the operation of any aircraft without a valid licence or valid medical.
-  Acts in any way to affect the airworthiness of an aircraft.
-  Acts in any way to affect the safety of any person.
-  Operates an aircraft without the necessary licence or who has obtained a licence in a fraudulent manner.

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## **9.5 Disciplinary action**

Disciplinary action will be taken by SACAA as per Part 185 of the SACARs and CATS of 2011 as amended.

## **SECTION 10: SPECIAL AIR EVENTS**

Special air events will be conducted under Air Shows South Africa's guidance if required. Permanent SAGPA events will have their own MOPs and CAA will be informed of such.

## **SECTION 11: COMPETITIONS**

SAGPA members may participate in the navigation rallies organised by SAPFA under their approved competitions MOP.

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## **SECTION 12: ADMINISTRATION**

### **12.1 MOP Amendment, Control and Distribution Procedure**

Amendments to this Manual to be pre-approved by the SAGPA Executive Committee, and details of any changes shall be submitted, as soon as may be practicable, to the South African Civil Aviation Authority for approval. The procedure to follow will be as follows:

-  Any suggestions from a committee member or member needs to be addressed to the Quality Assurance Manager.
-  The amendment will be prepared and put into a Dropbox folder and shared on the WhatsApp Group for the Executive Committee members to peruse, discuss and approve or reject.
-  The amendment will be discussed and if approved the MOP amendment will be prepared.
-  The proposed amendment will be digitally signed off by all members of the Executive Committee.
-  The amended pages will be sent to the SACAA for approval.
-  The new approved copy of the MOP will be placed onto the website and all relevant communication platforms used by SAGPA as specified in the Distribution list contained in this MOP.

### **12.2 Amendments to Quality Assurance System**

The MOP amendment procedure in Section 12.1 to be followed should SAGPA desire to make any change in the quality assurance system which is significant to the showing of compliance with the appropriate requirements prescribed in Part 149, application shall be made to the Director for the approval of such change.

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### 12.3 Amendments to Quality Assurance Documents

Quality assurance documents used as checklists for the quality assurance system, may be amended by the Quality Assurance Manager as required, without approval by the Accountable Manager.

### 12.4 Amendments to Operational Documents

-  Any suggestions from a committee member or member needs to be addressed to the Quality Assurance Manager.
-  The amendment shall be prepared and shared on the WhatsApp Group for the Executive Committee members to peruse, discuss, and approve or reject.
-  Upon approval of the amendments, the amended versions of the operational documents shall be distributed electronically to all applicable members and personnel by placing the amendments onto the website and all relevant communication platforms used by SAGPA.

### 12.5 Amendments to Constitution

-  Amendments to this document will be done as a result of the adoption of a new constitution at an AGM or SGM.
-  Upon approval of the amendment constitution shall be placed onto the website and all relevant communication platforms used by SAGPA.

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## SECTION 13: QUALITY MANAGEMENT

### 13.1 Level of Quality

Quality Assurance by this ARO is to ensure that all the planned and systematic actions necessary to provide adequate confidence that all organisational activities satisfy given standards and requirements

The level of Quality to be monitored, achieved and maintained, by conducting an internal audit and using the internal Quality Assurance Checklists, will include the following:

-  MOP compliance to Part 149 of the SACARs and Technical Standards 2011, as amended.
-  Organisational Compliance, suitability and effectiveness to a standard and or procedure as documented in in this organisation's relevant manuals.
-  Continues improvement when identified during the audit process of this Organisations Manuals, standards and procedures as applicable.
-  Suitability and effectiveness of procedures and communication with the members of this ARO.
-  Achievement of goals and objectives as required and indicated during an Annual General Meeting.

### 13.2 Level and frequency of internal reviews and audits

SAGPA will subject itself to a minimum of ONE Full Audit per annum of its operations by the Director. In addition, SAGPA will subject itself to at least ONE internal review by the Quality Assurance Manager ((149.02.4(1)(b)) to ensure full compliance to the approved MOP and Part 149 of the SA-CAR.





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### 13.3 Procedures for recording findings & communication thereof

#### 13.3 Internal Audits and Review

-  Any findings identified during an internal audit by the Quality Assurance Manager will be recorded in writing and forwarded to the Accountable Manager.
-  A committee meeting will be held to discuss the findings. The Accountable Manager will then instruct the appropriate SAGPA Management Committee member to rectify the deficiencies within a suitable time period.
-  A corrective action plan (CAP) will be drafted for all findings. The committee member will then sign off the CAP once completed.
-  The Accountable Manager will then sign off the finding/s once it has been rectified.

#### 13.4 External Audits


-  Any finding found during an external audit by the Director will be submitted to the Accountable Manager by formal notification of such finding, in the form of an audit report, together with the required time frame, in which to rectify the finding.
-  The CAP will be drafted by the Quality Assurance Manager and submitted to the Accountable Manager.
-  Notification of the findings and the CAPs will be communicated to the committee.
-  The Accountable Manager will be responsible for the CAP in response to the finding.


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## 13.4 Responsible Persons


 Personnel that are employed or elected to serve on the SAGPA Management Committee can be found in Document **MOP-DOC-002**.


 The requirements, qualifications, duties & responsibilities of key personnel as required by the regulations can be found in Section 5 of the MOP.

 A competent person, who is qualified as a quality auditor, will be responsible for the quality control and will have direct access to the Accountable Manager on matters of airworthiness and aviation safety. The quality auditor is required to hold a valid QA certificate whilst on the Management Committee of the organisation.

## 13.5 Management Analysis & Overview


 Any data accumulated during an audit period will be analysed by the SAGPA Executive Committee and be presented at a Management Committee/“**Management Review**” meeting prior to the AGM as the need may arise.

 Statistical data regarding membership levels, safety incidents, occurrences and complaints will be discussed at this meeting and analysed.

 This analysis will be tabled at the AGM or SGM called for that purpose.

## 13.6 Review Process


### 13.6.1 Internal review procedures


 The Quality Assurance System will be reviewed annually by the Quality Assurance Manager to identify deficiencies and to identify whether the system needs to be improved or updated.

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 The organisation, its MOP and its supporting documents will be reviewed using the Quality Assurance System to ensure that all areas of the organisation have been audited.


 The process will be followed as per paragraph 13.3 above until finalisation of the review process.


## **13.7 Other Quality Indicators**


### **13.7.1 Facility Malfunction**


 Not Applicable

### **13.7.2 Incidents, Occurrences and Complaints**

 Any incidents, occurrences or complaints of any nature must be brought to the attention of the Chairman/Accountable Manager and/or Safety Officer, as applicable, and be recorded by the Administration Officer.

 These items due to the demographical nature of the SAGPA Committee are to be discussed via the Management Committee WhatsApp Group. In addition, the items may be tabled for discussion at the next physical Management Committee meeting as a New Matter Arising, should a physical meeting be possible, if not, to be tabled on the WhatsApp Group or through a virtual Management Committee Meeting.

 The results of the discussions and recommended remedial action will be recorded by the Administration Officer and be actioned by the relevant committee member for attention and distribution to the members, if necessary.


 The same applies to any incident, occurrence and or complaint received from our members towards the Director.


### **13.7.3 Defects**

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 Defined in terms of this MOP as a shortcoming, imperfection or lack of information.

 Any items identified as defects in the Quality Assurance System must be brought to the attention of the Management Committee of SAGPA.


 The defects in the QAS shall be investigated and reviewed.


 The appropriate remedial actions shall be implemented, which may include:

 Amendments to the MOP.


 Issue of a notice to the SAGPA Members.

## **SECTION 14: TECHNICAL RECORDS & REGULATORY DATA**

 SAGPA shall keep copies of all relevant instructions, legislation, and any other documents which may be necessary to establish procedures for the aviation recreation specified in its manual of procedure, as per the storage and safekeeping procedures documented in this MOP.

 Documents are identified by document number and are revision controlled where applicable.

 All current active documents and manuals are shared on SAGPA website.

 Any obsolete documents shall be removed from our website and replaced with the latest revision.




## **SECTION 15: RECORDS STORAGE AND SAFEKEEPING**

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-  All records, including quality review records, shall be stored (archived and preserved), kept legible, in such a way as to protect it against fire, theft, flooding, rodents, insects or other damage which may destroy the contents of the records or the record itself;
-  All records and documents handled electronically shall be protected against loss by storing these records in the cloud.
-  All records and documents shall be kept for at least **five years** calculated from the date of the last entry made in such records.

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