

**THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION**



Operations Manual

**SAMAA POLICY ON CREATING NEW PROCEDURES OR  
ALTERING CURRENT PROCEDURES**

Issue 1 – 2008

**PR 11**

To Management Committee  
For ratification

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This document forms part of the SAMAA Manual of Procedures. It is to be used by SAMAA Members and Registered Clubs in all activities associated with producing, amending or updating a procedure or policy concerned with the flying of model aircraft in the RSA.

**POLICY ON CREATING NEW PROCEDURES OR ALTERING CURRENT PROCEDURES**

**1. Purpose**

This procedure sets down the process to be followed for the production and/or the amendment and/or updating of a SAMAA procedures. It further ensures that the latest revision of a procedure or document can be identified by the number and dated displayed on the front page.

**2. Introduction**

The SAMAA Operations, Policies and Procedures Manual is a 'live' document which is periodically being updated, added to and improved. For this purpose a document procedure is in place to ensure that changes / up dates and amendments can be made to any document.

**3. Scope**

This Procedure applies to any SAMAA Member, Registered Club, Special Interest Groups and Other Group Member, who wishes to create or update a procedure or document.

**4. Definitions**

<b>SAMAA</b>	South Africa Model Aircraft Association
<b>Member</b>	Registered Member of the SAMAA
<b>SIG</b>	Special Interest Group within SAMAA
<b>Club</b>	Registered Club of the SAMAA
<b>Management Committee</b>	Elected Members to SAMAA Management Committee
<b>CAA</b>	Civil Aviation Authority

**5. Responsibilities**

- (a) The SAMAA General Manager is responsible for the maintenance of the SAMAA Operations, Policies and Procedures Manual.
- (b) The SAMAA General Manager is responsible to ensure that changes to any policy or procedure are ratified by the Management Committee

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- (c) The SAMAA General Manager is responsible to advise the SAMAA Web Site Manager of any changes or additions to the SAMAA Operations Policies and Procedures Manual, within fourteen (14) days of the changes being approved by the Management Committee.
- (d) The General Manager is responsible to ensure that all Committees, Sub-committees, SIGS clubs and other Groups are aware that they can propose changes to existing Procedures.
- (e) The General Manager is responsible to advise the other Committees, Sub Committees, SIGS and other Groups of SAMAA of any changes, omissions and additions to the SAMAA Operations Policies and Procedures Manual. The ultimate responsibility for using the latest revision lies with the user.
- (f) The General Manager is responsible to annually ensure that all changes, omissions and improvements to the SAMAA Operations Policies and Procedures Manual for the year are identified and copied, under covering letter advising of the changes, and requesting acceptance of the changes, to the Aeroclub and the CAA.
- (g) The General Manager is responsible to maintain an up to date "Table of Contents" for the SAMAA Operations, Policies and Procedures Manual identifying the latest issue date of the specific version of the Procedures.

**6 PROCEDURE.**

**6.1 New Procedures**

- (a) Any SAMAA member, club member, SIG or other group member may propose a new procedure and submit their proposal to their respective committee, if the committee considers that the procedure is a worthy addition to the Manual they shall send full details to the SAMAA General Manager. The details shall include reasons as to why the procedure is required and a draft of the procedure proposed.
- (b) A new procedure, identified as being a requirement, by any member of the SAMAA Management Committee shall be submitted to the General Manager directly.

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- (c) The General Manager shall on receipt of the documentation identifying the procedure, place it on the agenda of the next Management Committee Meeting for consideration.
- (d) The Management Committee will consider the suggestion/s and if found to be a valid addition to the Procedures Manual, appoint/reinstate the Procedures sub-committee.
- (e) When the procedure has been drafted it shall be returned to the General Manager who shall then circulate it to the relevant parties for comment. (ie, Management committee, SIGS.)
- (f) The General Manager is responsible for ensuring that the format of the procedure is compatible with the SAMAA Operations, Policies and Procedures Manual.
- (g) After corrections ,the new procedure shall again be tabled before the Management Committee Members for ratification.
- (h) The procedure shall thereafter be released to the SAMAA Members via the website, and to the Aeroclub and CAA, as stated in item 5.0 (f) These procedures shall come into force two months after the date of ratification and the web posting date.

**6.2 Changes to the Existing Procedures**

- (a) Any registered SAMAA Member, Committee Member, Club, SIG or other Group can identify and suggest changes to existing Procedures. They shall submit suggestions to their Committee for consideration.
- (b) The Committee Members shall consider the additions, changes, omissions and improvements identified and, if considered applicable, sends full details to the SAMAA General Manager.
- (c) Changes identified by the Members of the Management Committee shall be submitted directly to the SAMAA General Manager.
- (d) The General Manager, on receipt of the documentation identifying the additions and/or changes to the SAMAA Operations Policies and

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- Procedures Manual, places it on the agenda of the next Management Committee Meeting for consideration.
- (e) If the change is of a typographical nature that does not alter the meaning of the Procedure, the General Manager shall amend the procedure and table it at a Management Committee meeting for formal ratified by the Management Committee.
- (f) If the change is significant the SAMAA Management Committee will consider the suggestions or changes and if found to be applicable initiates a system to have the procedure amended.
- (g) The SAMAA Management Committee will assign the work to amend the procedure to the appropriate person or sub committee.
- (h) When the procedure has been updated it shall be returned to the General Manager who shall then circulate it to the Management Committee for ratification.
- (i) All Procedure amendments approved by the SAMAA Management Committee will be posted on the website, and to the Aeroclub and CAA, as stated in item 5.0 (f). These procedures shall come into force two months after posting unless otherwise agreed.

**6.3 Identification of latest revision or amendment**

1. All Procedures shall show the latest revision (or issue) and the date of approval of that document on the front page of the document/Procedure. To check that the revision/issue is the latest available ,it must be checked against the Web site Operations Manual listing. The SAMAA Operations Manual on the Web site will always contain the Latest Revision of any Document.
2. A copy of each revision of a Procedure, policy or document shall be kept on file by the General Manager of SAMAA for a period of five years after any document has been amended /revised.

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**7. Ratification Of Procedures And Amendments**

Every year the SAMAA Management committee will reconfirm the Operations, Policies and Procedures contained in the Operations Manual.

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