

THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION



Operations Manual

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

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PR 11

To Management Committee
for Approval

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THE SOUTH AFRICAN MODEL AIRCRAFT ASSOCIATION

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This Policy and/or Procedure forms part of the SAMAA Manual of Procedures. This entire document is for use by SAMAA members and Registered Clubs in their conduct of the activities associated with the flying of model aircraft in the RSA.

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

1. Purpose

This procedure is to ensure that the process to be followed for the production and the amendment of SAMAA procedures is documented and Procedures are numbered and dated to enable the latest version to be identified.

2. Introduction

The SAMAA Operations, Policies and Procedures Handbook is a 'live' document that is continually being renewed, added to and improved. It is essential that a documented system is in place to ensure that changes/ updates and amendments to the Procedures can be made as an update.

3. Scope

This procedure applies to the SAMAA Management Committee members, Registered Club members, Special Interest Groups and other group members who wish to create or update a procedure.

4. Definitions

SAMAA	South African Model Aircraft Association
Member	Registered Member of the SAMAA
SIG	Special Interest Group
Club	Registered Club of the SAMAA
Management Committee	Elected Members to SAMAA Management Committee

5. Responsibilities

- a) The SAMAA General Manager is responsible for maintaining the SAMAA Operations, Policies and Procedures Handbook in an updated form.
- b) The SAMAA General Manager is responsible to ensure that any changes to any policy or procedure is ratified by the Management Committee. Before publishing the change and incorporating the change in the Handbook.
- c) Each update or change will require that the Issue Number be changed to the next sequential number.
- d) The SAMAA General Manager is responsible to advise the SAMAA Website Manager of any changes or additions to the SAMAA Operations Policies and Procedures Handbook, within 14 (fourteen) days of the changes being approved by the Management Committee.

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- e) 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.
- f) The General Manager is responsible to advise the other Committees, Sub-Committees, SIGs and other groups of any changes, omissions and improvements to the SAMAA Operations Policies and Procedures Handbook.
- g) The General Manager is responsible to ensure that all changes, omissions, improvements and upgrades to the SAMAA Operations Policies and Procedures Handbook for the year are identified and copied to the Aeroclub and CAA annually.
- h) The General Manager is responsible to maintain an up-to-date "Table of Contents" for the SAMAA Operations, Policies and Procedures Handbook, identifying the latest issue, revision number and revision date of the Policy or Procedure.

6. Processes**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 committee.
- b) If the group committee considers that the procedure is a worthy addition to the Handbook, 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.
- c) A new procedure identified by any member of the SAMAA Management Committee should be submitted to the General Manager.
- d) 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.
- e) The Management Committee will consider the suggestion/s and, if found to be a valid addition to the Procedures Handbook, appoint a sub-committee to draft the procedure.
- f) 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.

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- g) The General Manager is responsible for ensuring that the format of the procedure is compatible with the SAMAA Operations, Policies and Procedures Handbook.
- h) The interim procedure shall again be tabled before the Management Committee members for ratification.
- i) The procedure shall be released to the SAMAA MEMBERS and placed on the website after ratification. This procedure shall come into force as at the date of ratification by the Management Committee.

6.2 Changes to the Existing Procedures

- a) Any registered SAMAA member, club, SIG or other group can identify and suggest changes to existing Procedures. They shall submit suggestions to their committee for consideration.
- b) If the group Committee members consider the additions, changes, omissions and improvements identified are considered applicable, they will send full details of the proposal 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 Procedures Handbook, 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 release it without the amendment being formally approved by the Management Committee.
- f) The SAMAA Management Committee will consider the suggestions and, if found to be applicable, will appoint a sub-committee to amend the procedure.
- g) 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.

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- h) All Procedure amendments approved by the SAMAA Management Committee will come into force immediately after approval unless otherwise stated.

6.3 Identification and Recording of Amendments

- a) All Procedures shall have a date of approval indicated on the front sheet and each page of the document in conformance to the Document Control Procedure.
- b) A copy of each version of a Procedure shall be kept on file by the General Manager of SAMAA for a period of five years after that version is amended.

7. Ratification of Procedures and Amendments

Every year the SAMAA Management Committee will reconfirm the contents of the Operations, Policies and Procedures Handbook.