

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations

SA-CATS-ARO Aviation Recreation Organisations

CONTENTS

INTRODUCTION

149.01.2 DESIGNATION OF BODY OR INSTITUTION

1. Conditions, rules, requirements, procedures or standards for a designation

149.02.2 MANUAL OF PROCEDURE

1. Information to be contained in manual of procedure

149.02.3 QUALITY CONTROL SYSTEM

1. Minimum standards for a quality control system

149.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

149.02.7 ISSUING OF APPROVAL

1. Form of approval

149.02.12 RENEWAL OF APPROVAL

1. Form of application

ANNEXURES

- Annexure A: Application for an aviation recreation organisation approval and the amendment/renewal of an aviation recreation organisation approval
- Annexure B: Aviation recreation organisation approval

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / INTRODUCTION

INTRODUCTION

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / INTRODUCTION / 1. General

1. General

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Laws Amendment Act, 1996) empowers the Commissioner for Civil Aviation to issue technical standards for civil aviation on the

matters which are prescribed by regulation.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / INTRODUCTION / 2. Purpose

2. Purpose

Document SA-CATS-ARO contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aviation recreation organisations.

Each reference to a technical standard in this document, is a reference to the corresponding regulation in the Civil Aviation Regulations, 1997, for example, technical standard 149.02.2 refers to regulation 2 of Subpart 2 of Part 149 of the Regulations.

The abbreviation “CAR” is used throughout this document when referring to any regulation. The abbreviation “TS” refers to any technical standard.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / INTRODUCTION / 3. Schedules and notes

3. Schedules and notes

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.01.2 DESIGNATION OF BODY OR INSTITUTION

149.01.2 DESIGNATION OF BODY OR INSTITUTION

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.01.2 DESIGNATION OF BODY OR INSTITUTION / 1. Conditions, rules, requirements, procedures or standards for a designation

1. Conditions, rules, requirements, procedures or standards for a designation

(Reserved.)

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.2 MANUAL OF PROCEDURE

149.02.2 MANUAL OF PROCEDURE

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.2 MANUAL OF PROCEDURE / 1. Information to be contained in manual of procedure

1. Information to be contained in manual of procedure

The information referred to in CAR 149.02.2(b), which must be contained in the manual of procedure of

the applicant, must include the following:

- (1) A statement signed by the accountable manager on behalf of the applicant's organisation confirming that the manual of procedure and any included manuals –
 - (a) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with Part 149; and
 - (b) will be complied with at all times.
- (2) The titles and names of the personnel required by CAR 149.02.4.
- (3) The duties and responsibilities of the personnel specified in CAR 149.02.4 including matters for which they have responsibility to deal directly with the Commissioner on behalf of the organisation.
- (4) An organisation chart showing lines of responsibility of the personnel specified in CAR 149.02.4 and extending to each location listed under subparagraph (5).
- (5) Details of those locations where members or personnel of the organisation are to exercise functions or powers delegated by the Commissioner.
- (6) A summary of the resources at and the scope of activity to be conducted at each location listed under subparagraph (5).
- (7) Details of the organisation's procedure for recording which of its members and personnel hold authorisations granted by the organisation or delegations of the Commissioner's functions or powers, or both, including the extent and scope of those authorisations and delegations.
- (8) Details of the procedures required by –
 - (a) CAR 149.02.4 regarding the competence of personnel;
 - (b) CAR 149.02.3 regarding quality control of the organisation.
- (9) Procedures to control, amend and distribute the manual of procedure.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.3 QUALITY CONTROL SYSTEM

149.02.3 QUALITY CONTROL SYSTEM

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.3 QUALITY CONTROL SYSTEM / 1. Minimum standards for a quality control system

1. Minimum standards for a quality control system

- (1) The quality control system referred to in CAR 149.02.3(3), must include –
 - (a) a clear definition of the level of quality the organisation intends to achieve;
 - (b) a procedure that sets out the level and frequency of the internal reviews;
 - (c) a procedure to record the findings and communicate them to management;
 - (d) a list of responsible persons;

- (e) procedures by which other quality indicators such as facility malfunction reports, incidents, occurrences, complaints and defects are brought into the quality control system;
 - (f) procedures for management analysis and overview;
 - (g) procedures for rectifying any deficiencies which may be found; and
 - (h) procedures for documenting the complete review process from the inspection to the satisfactory management review so that this is available to the Commissioner during a safety inspection and audit.
- (2) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (3) The quality control system must be documented in the manual of procedure referred to in CAR 149.02.2.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

149.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF / 1. Form of application

1. Form of application

The form referred to in CAR 149.02.6(a), in which application must be made for the issuing of an aviation recreation organisation approval, or an amendment thereof, is contained in Annexure A.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.7 ISSUING OF APPROVAL

149.02.7 ISSUING OF APPROVAL

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.7 ISSUING OF APPROVAL / 1. Form of approval

1. Form of approval

The form referred to in CAR 149.02.7(2), on which an aviation recreation organisation approval is issued, is contained in Annexure B.

149.02.12 RENEWAL OF APPROVAL

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / 149.02.7 ISSUING OF APPROVAL / 1. Form of application

1. Form of application

The form referred to in CAR 149.02.12(1)(a), in which an application for the renewal of an aviation recreation organisation approval must be made, is contained in Annexure A.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / ANNEXURES

ANNEXURES

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / ANNEXURES / Annexure A APPLICATION FOR AN AVIATION RECREATION ORGANISATION APPROVAL APPLICATION FOR THE AMENDMENT OF AN AVIATION RECREATION ORGANISATION APPROVAL APPLICATION FOR THE RENEWAL OF AN AVIATION RECREATION ORGANISATION APPROVAL

Annexure A

APPLICATION FOR AN AVIATION RECREATION ORGANISATION APPROVAL

APPLICATION FOR THE AMENDMENT OF AN AVIATION RECREATION ORGANISATION APPROVAL

APPLICATION FOR THE RENEWAL OF AN AVIATION RECREATION ORGANISATION APPROVAL

LOGO

**SOUTH AFRICAN CIVIL AVIATION AUTHORITY
CIVIL AVIATION REGULATIONS, 1997**

Notes:

- (i) *An application for the issuing of an aviation recreation organisation approval, or an amendment thereof, must comply with the provisions of CAR 149.02.6.*
- (ii) *An application for the renewal of an aviation recreation organisation approval must comply with the provisions of CAR 149.02.12.*
- (iii) *Section 1 of this form must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Commissioner for Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block:

- Application for the issuing of an aviation recreation organisation approval
- Application for the amendment of an aviation recreation organisation approval
- Application for the renewal of an an aviation recreation organisation approval

1. PARTICULARS REGARDING THE APPLICANT/HOLDER

1.1 Full name:.....

1.2 Trade name:

1.3 Full business/residential address:	1.4 Postal address: Postal code:
--	--

1.5 Telephone number:	1.6 Telefax number:
--------------------------------	------------------------------

1.7 Cellular phone number:	1.8 E-mail address:
-------------------------------------	------------------------------

1.9 SITA code (if any):	1.10 Telex number:
-------------------------------	--------------------------

1.11 Legal status of applicant/holder (individual/close corporation/company/trust/other – specify):/.....
--

1.12 Registration number in the case of a close corporation/company/trust:

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer:.....

Name	Position	Identity number	Nationality	Country of permanent residence
.....
.....
.....
.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.

.....

Signature

.....

Date

2. APPLICATION FOR AN AVIATION RECREATION ORGANISATION APPROVAL

2.1 Type of aviation recreation applied for:.....

2.2 Supporting documents:.....
 Mark the appropriate block.....
 The manual of procedure.

3. APPLICATION FOR THE AMENDMENT OF AN AVIATION RECREATION ORGANISATION APPROVAL

3.1 Approval number:.....	3.2 Expiry date:.....
---------------------------	-----------------------

3.3 Particulars of amendments applied for:.....

3.4 Supporting documents:.....
 Mark the appropriate block.....
 Amended manual of procedure

4. APPLICATION FOR THE RENEWAL OF AN AVIATION RECREATION ORGANISATION APPROVAL

4.1 Approval number:.....	4.2 Expiry date:.....
---------------------------	-----------------------

4.3 Type of aviation recreation applied for :

4.4 Supporting documents:.....
Mark the appropriate block.....
 The manual of procedure.

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / ANNEXURES / Annexure B AVIATION RECREATION ORGANISATION APPROVAL

Annexure B
AVIATION RECREATION ORGANISATION APPROVAL

LOGO

**SOUTH AFRICAN CIVIL AVIATION AUTHORITY
CIVIL AVIATION REGULATIONS, 1997**

South African Civil Aviation Technical Standards / SA-CATS-ARO Aviation Recreation Organisations / ANNEXURES / AVIATION RECREATION ORGANISATION APPROVAL

AVIATION RECREATION ORGANISATION APPROVAL

1. Approval number:.....	2. Expiry date:.....
--------------------------	----------------------

3. Type of aviation recreation:.....

4. Name of holder:
.....

5. Physical address of holder:.....	6. Postal address of holder: Postal code:
--	--

7. Scope of approval:
.....
.....

8. I hereby certify that the holder of this approval has been duly approved in accordance with Part 149 of the Civil Aviation Regulations, 1997.

Commissioner for Civil Aviation

Date of issue