



**SOUTH AFRICAN POWER FLYING ASSOCIATION**

## **Manual of Procedures**

Revision 4  
April 2020



**AERO CLUB  
SOUTH AFRICA**

**APPROVED**

*[Signature]*  
13/05/2020

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## Amendments

Date	Rev	Compiled by	Change
2014	0	Frank Eckard	Original Document Created
Sep 2018	1	Rob Jonkers	Additional information added as per RAASA letter dated 13 Nov 2017
Mar 2019	2	Rob Jonkers	Resolution of findings as per RAASA audit report dated 14/11/2018.  Restructure of the entire document
Feb 2020	3	Rob Jonkers	Update references from RAASA to CAA Update Organigram, specific reference MOP is on website
April 2020	4	Frank Eckard	Include Quality Control Manager role in paragraph 5, and expected outcomes of quality control in paragraph 8.

### Appendices

- A. Statement of Compliance – Accountable Manager
- B. Appointment – Quality Assurance & Control Officer
- C. SAPFA Committee & Portfolios
- D. SAPFA List of Approved Personnel for SAPFA Events
- E. Notification of Aviation Event

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# 1. Introduction

The main functions and objectives of the South African Power Flying Association (SAPFA) are to encourage and develop powered flying in all its forms and to co-ordinate and control all forms of power flying aviation sport. We also represent the interests of our members by providing input on matters that affect GA pilots. We maintain links with the General Aviation Commission (GAC) of the Fédération Aéronautique Internationale (FAI).

The means by which SAPFA's objectives will be met is by holding various events within a number of sub disciplines which are various types of rallies, air racing, pylon racing which consist nominally of two major components:

Flying skills: - for pilots to enhance their flying accuracy in terms of keeping to a nominated path and to keep to a nominated timing window.

Navigation Skills: for navigators to enhance their skill at plotting courses by means of utilising the first principles of map reading

This manual encompasses the requirements as set out in Part 149 of the CARS, the accountable manager is defined as the Chairman. The compliance Officer is defined as the Honorary Secretary. SAPFA maintains a website at <http://www.sapfa.co.za> and all documentation related to sub manual of procedures as per the sub disciplines are kept there, including SAPFA's governance documentation. This MOP and the ARO certificate are also posted on the website and available to members.

The list of approved personnel is attached as appendix A to this MOP, as well as their authorised functions within the organisation. Selection of authorised personnel are made at committee meetings held every quarter, as well as at the Annual General Meeting.

## International Associations.

SAPFA is a member of the General Aviation Commission (GAC) as affiliated to the Fédération Aéronautique Internationale (FAI).

## Local Associations.

SAPFA is a member of the Aero Club of South Africa and uses this vehicle or alternatives as required to make representation and provide input on issue affecting SAPFA's members.

## Amendments

Amendments to this Manual may only be approved by the SAPFA Executive Committee and details of changes shall be notified, as soon as may be practicable, to the South African Civil Aviation Authority (CASAA).

Updates to this MOP is to be considered at least once per annum at the SAPFA bosberaad, to review possible changes, which would necessarily also include personnel changes.

## 2. Compliance Statements

This manual complies with CAR 149.02.2(b), which contains reference to 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 define the organisation and demonstrate its means and methods for ensuring ongoing compliance with Part 149 – given in Appendix A.
- 2) The titles and names of the personnel required by CAR 149.02.4. is given in Appendix D, which describe the duties and responsibilities including matters for which they have responsibility to deal directly with the Commissioner on behalf of the organisation.
- 3) An organisation chart showing lines of responsibility of the personnel specified in CAR 149.02.4 – see paragraph 4
- 4) A summary of the resources at and the scope of activity to be conducted for each type of event is covered in the event specific MOP if required.
- 5) The SAPFA committee operates its documentation set in a Dropbox environment, fully accessible at all times by all, with updates visible to changes made, with all documentation changes recorded as up-revisions, with previous revisions placed in archive folders. Access is granted or taken away depending on the make-up of the committee. This access together with an email providing the change description is provided to each committee member.
- 6) Personnel Competence is governed by the accountable manager, through dedicated training sessions on elements of event planning, technical requirements and recorded in the list of approved personnel.

### 3. Constitution of SAPFA

SAPFA is controlled via its constitution which is located at:

<https://sapfa.co.za/index.php/administration/constitution>

SAPFA is a non-profit association for the benefit of its members in terms of holding events related to piloting and navigating skills as defined in the various sub MOPs.

The constitution defines the committee members and their portfolios, these are voted on at an annual AGM in terms of executive committee members, and at the annual bosberaad committee meeting for the remainder of the portfolios. The committee members are listed on the website with their contact details.

The Code of Conduct followed by SAPFA is given as per the Constitution for its members as per paragraph 4.2.5 (Duties and Code of Conduct) and 4.2.7 (Disciplinary Action against members)

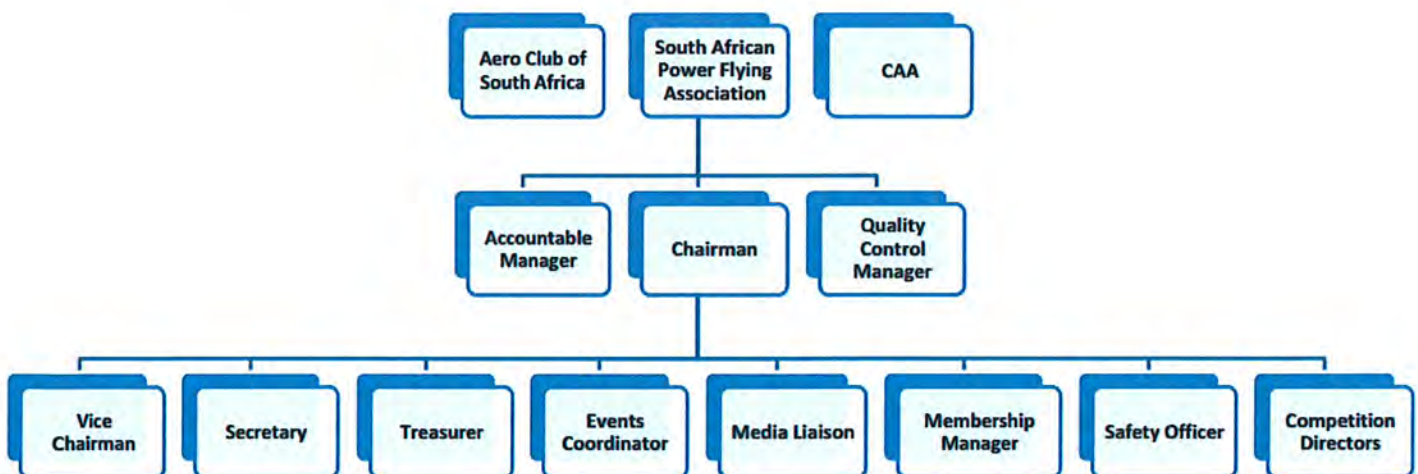
The code of conduct followed by SAPFA is as per the FAI, as most of the events held are held in accordance with the sporting regulations of the FAI. The applicable document "Sporting Code Section 2 – Edition 2016" can be found here - <http://old.fai.org/gac-documents>

### 4. Organigram of SAPFA

The South African Power Flying Association (SAPFA) is a constituted Member Association of the Aero Club of South Africa, and abides by its Constitution and Code of Conduct.

The South African Power Flying Association is a Part 149 Organisation as bestowed on it via CAA with a issued ARO Certificate.

The organigram of SAPFA is given as below.



## **5. Requirements, duties and Responsibilities of Personnel**

The following are the key personnel of SAPFA that have specific duties and responsibilities to be listed in this Manual of Procedure, other personnel duties and responsibilities are either covered in the Constitution or in minutes of committee meetings that take place from time to time.

### **Chairman & Accountable Officer**

- 1) Must have general knowledge of competitive flying within all disciplines of SAPFA
- 2) Must have good Managerial, people, and advanced computer skills
- 3) In all activities seek to promote competition flying within all regions of South Africa, develop talent to promote International team participation, develop the organising skills for other committee members and prepare a succession plan
- 4) Hold sufficient committee meetings per year to further the prospects of SAPFA
- 5) Develops a Member wide communication plan to ensure members are fully informed on events and membership status, also be the main channel as recipient of member queries and complaints
- 6) Upholds the Constitution and all its various elements
- 7) Prepare Media information and briefings
- 8) Carry out or arrange training events to promote the sport

### **Competition Director**

- 1) Must have specific knowledge of the Manual of Procedure and Competition Rules for the particular event discipline
- 2) Must have advanced computer skills to enable preparation of events and updates to the MOP's and Rules
- 3) Provide the Aviation Authorities with a Notification of Aviation Event, and make the necessary arrangements with local authority approvals.
- 4) Carry out sufficient pre-event surveys to ensure suitability of the event location and resources required

### **Safety Officer AIC 19.1 Events**

The preferred candidate for this position will be the currently appointed Airfield Safety officer or the Chief Flying Instructor of the school where the event / competition will take place. Any Pilot with more than 200 hours may also be considered for this appointment. Any of the personnel as listed in Appendix A are approved who have gained sufficient experience with safety issues at these types of events.

### **Safety Officer PTAR, Speed Rally, Pylon Racing, International Events**

- 1) Holds a valid Safety officer certificate issued by the CAA
- 2) Stays up to date on all developments in aviation Safety, which falls under the scope of the ARO, gives appropriate safety feedback to the members and has direct access to the Chairman.

### **Quality Control Manager**

- 1) The Vice Chairman will be nominally allocated the role of Quality Oversight
- 2) Will be responsible for dealing with Discipline & Grievances as per the Constitution
- 3) Will be responsible for holding internal audits
- 4) Will be responsible for carrying out quality control on the effectiveness of the committee

## 6. SAPFA Events

SAPFA organises a number of types of events. The events calendar is maintained on-line and can be found at: <https://sapfa.co.za/index.php/2-uncategorised/232-event-calendar>

### **Air Racing**

The regulations can be found at <https://sapfa.co.za/index.php/air-race/race-regulations>

### **Sportsman Rallies**

Sportsman Rallies take 3 forms:

- Sportsman Navigation Rallies
- Speed Navigation Rallies
- Adventure Rallies

The regulations can be found at: <https://sapfa.co.za/index.php/about-fun-event>

### **FAI Rally Flying:**

We follow the latest rules of the GAC of the FAI, these can be found at:

<https://sapfa.co.za/index.php/rally-regulations>

### **FAI Precision Flying:**

We follow the latest rules of the GAC of the FAI, these can be found at:

<https://sapfa.co.za/index.php/precision-regulations>

All participants in SAPFA events operating NTC Aircraft are to be members of this ARO or of their applicable ARO. All participants of the President's Trophy Air Race are to be members of the SAPFA ARO, as well as hold a FAI Sporting Licence. All participants qualifying for Nationals in an FAI discipline are to be SAPFA members and hold an FAI Sporting Licence. All participants in an FAI International event are to be SAPFA members and hold an FAI Sporting Licence.

### **Locations for Events**

The appointed event director will select the venue for the event, and ensure that it is suitable for this competition, training session etc. The calendar of events is usually compiled during the last few months of the year and includes the type of event, event director and location, however it is a live document as changes do occur during the year.

## 7. SAPFA Records

### **Records:**

SAPFA is charged with accrediting South African and World Power Flying Records by the FAI. The details and record can be found at:

<https://sapfa.co.za/index.php/competition-flying/speed-altitude-records/record-requirements>

## 8. Quality Assurance

### 1) Quality levels

The quality control system referred to is given in CAR 149.02.3(3). SAPFA expects its officials and members to subscribe to an ethical code of conduct as described in the Constitution in paragraph 4.2.5

SAPFA expects its member pilots to at all time adhere to good airmanship, compliance with the rules of the air as published by the Civil Aviation Authority as amended from time to time and the Technical Standards.

SAPFA expects its officials to read and understand the contents of this entire manual and its appendices.

### 2) Review and Audit process

The Organisation will subject itself to a minimum of one Full Audit per annum of its operations by the designated body.

In addition the Organisation will subject itself to at least one additional ad-hoc Audit either conducted by the designated body or by its own elected officials to ensure that full compliance with this Manual of Procedures is adhered to.

### 3) Procedures for recording findings and communication.

Any breach of procedures identified in either internal or external Audits will be recorded in writing and forwarded to the Accountable Manager for Distribution to the Executive Committee of SAPFA.

The Executive Committee of SAPFA will then instruct SAPFA Officials in the case of minor findings to rectify the deficiencies within a suitable time period.

Major Findings or findings related to Safety issues will be dealt with as a matter of Urgency by the appropriate personnel. A copy of all findings will be forwarded by secure e-mail to the designated body for record.

### 4) List of Responsible Persons

Personnel that are employed or elected to serve on the SAPFA committee can be found in Appendix C of this document. The duties and requirements of key personnel are described in paragraph 5.

5) Member Reporting

Quality of service to the members will be effected by regular bulk email postings, access by members to email the committee on their SAPFA email addresses, and by carrying out member surveys from time to time. The AGM, and the quarterly committee meetings are the avenues for reviewing feedback from the membership.

Any reports of malfunction, incidents, safety occurrences or complaints of any nature will be recorded by the secretary and tabled for discussion at the next committee meeting, these items will be tabled individually and not on the General agenda. The results of the discussions and recommended remedial action will be forwarded to the relevant personnel for attention and distribution to the members if necessary.

6) Management Reporting.

All data accumulated during a membership period is to be analysed and compiled into a pre Annual General Meeting report – known as the chairman’s report with any subsequent information sets to substantiate the report, which is to include membership levels, finances, safety reporting, event feedback, proposed future events, membership survey feedback.

7) Inspections and Review Process.

All data accumulated during an Audit will be analysed by the Executive Committee subsequent to the Audit and a Corrective Action Plan if necessary is to be prepared.