

2.1 ORGANIZATIONAL STRUCTURE	- 15 -
PART 2:	- 19 -
PART 3:	- 21 -
PART 4:	- 23 -
PART 4: STAFF TRAINING.....	- 24 -
PART 4 - SECTION 1	- 24 -
4.1 PROCESS AND QUALIFICATION CONTROL.....	- 24 -
4.1.1 Flight Training Instructors:.....	- 24 -
4.1.2 Ground School Instructors:	- 24 -
4.1.3 All Personnel: (other than Instructors).....	- 24 -
4.1.4 Responsibility:	- 25 -
4.1.5 Training Compliance:	- 25 -
PART 5:	- 27 -
PART 5 – TRAINING PLAN	- 28 -
5.1 FLIGHT TRAINING – GLIDER PILOTS LICENCE (GPL) AND TOURING MOTOR GLIDER (TMG).....	- 28 -
PART 5 - SECTION 2	- 28 -
5.2 GROUND SCHOOL INSTRUCTION	- 28 -
5.2.1. Ground School Exams.....	- 29 -
PART 6:	- 30 -
PART 6 – TRAINING SYLLABUS SECTION 1.....	- 31 -
6.1 UN-POWERED GLIDERS PRACTICAL TRAINING.....	- 31 -
6.2 POWERED SUSTAINER GLIDERS PRACTICAL TRAINING	45
6.3 SELF LAUNCHING GLIDERS PRACTICAL TRAINING	50
6.4 TOURING MOTOR GLIDER PRACTICAL TRAINING	- 53 -
6.5 GLIDER BASIC AEROBATICS PRACTICAL TRAINING.....	- 73 -
6.5 GLIDER ADVANCED AEROBATICS PRACTICAL TRAINING.....	- 77 -
PART 7:	- 81 -
PART 8:	- 83 -
Part 8 THEORETICAL TRAINING COURSE	- 84 -
PART 9:	- 99 -
PART 9 - SECTION 1	- 100 -
9.1 Test and Checks for the Issue of Glider Pilots Licence	- 100 -
9.1.1 Proficiency Check	- 100 -
9.1.1.1 Proficiency checks for the issue of an Initial Licence must be conducted by an appropriately rated instructor or Club CFI.....	- 100 -
9.2 Test and Checks for the Issue of Touring Motor Glider Pilots Licence.....	- 100 -

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Page

9.2.1	Proficiency Check.	- 100 -
9.2.1.1	Proficiency checks for the issue of an Initial Licence must be conducted by an appropriately rated-instructor or Club CFI.....	- 100 -
PART 10:	- 102 -
PART 10	Record Keeping Requirements:	- 103 -
PART 11:	- 105 -
SAFETY MANAGEMENT SYSTEM	- 105 -
PART 11: SAFETY MANAGEMENT SYSTEM	- 106 -
PART 11 - SECTION 1	- 106 -
11.1	SECURITY	- 106 -
11.1.1	INTRODUCTION	- 106 -
11.1.2	APPLICABILITY.....	- 106 -
11.1.3	RESPONSIBILITIES OF THE AFFILIATED CLUBS' SAFETY OFFICERS	- 106 -
PART 11 - SECTION 2	- 106 -
11.2	EMERGENCY RESPONSE PLAN.....	- 106 -
11.2.1	General Information	- 107 -
11.2.2	PROCEDURE TO BE FOLLOWED IN AN EMERGENCY.....	- 107 -
11.2.3	PROCEDURE TO BE FOLLOWED FOR A MISSING AIRCRAFT:	- 107 -
11.2.4	EMERGENCY NUMBERS.....	- 108 -
11.2.5	SYSTEMATIC APPROACH AT EMERGENCY SCENE.....	- 109 -
PART 12:	- 110 -
PART 12: QUALITY MANAGEMENT SYSTEM	- 111 -
PART 12 - SECTION 1	- 111 -
12.1	DEFINITION.....	- 111 -
12.1.1	Review of the Quality Management System	- 111 -
12.1.2	Implementing the Quality Management System.....	- 111 -
12.1.3	Responsible Persons.....	- 111 -
PART 12 - SECTION 2	- 112 -
12.2	QUALITY MANAGEMENT: PROCEDURES.....	- 112 -
12.2.1	Procedure for Contract Review	- 112 -
12.2.2	Procedure for Document and Data Control.....	- 112 -
12.2.4	Procedure for Process Control.....	- 112 -
12.2.5	Procedure for the Control of Nonconformity.....	- 112 -
	All nonconformities recorded, reports, aircraft snag books and nonconformity record cards together with any corrective action records are analysed monthly by The Club Committees to -	
	113 -	
12.2.6	Procedure for Quality Records	- 113 -

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2.1 ORGANIZATIONAL STRUCTURE

SSSA Organogram: (See Annexure A)

2.1.1 National Training Officer

Authority:

The **National Training Officer** hereby undertakes that he will take appropriate action as may be required to exercise his responsibilities and to give effect to his commitment to the standard and reliability of the **SSSA** training operations. The responsibilities of the **National Training Officer** may be delegated in the absence of the said officer, during which time the duly delegated **National Training Officer** shall then assume all the aforementioned responsibilities which normally vests with the absent **National Training Officer**.

The National Training Officer has the Authority to co-ordinate and control all flying training conducted by the SSSA Affiliates on Gliders, Self Sustainer Gliders, Self Launch Gliders and TMG, and is answerable only to Board of the SSSA.

The National Training Officer may delegate the authorities invested in him to the Chief Flying Instructors at the Affiliate Clubs.

The National Training Officer has the Authority to suspend an Instructor or training at an Affiliated Club pending an investigation into breach of standards or safety by The Board of SSSA, SACAA or other delegated body.

The National Training Officer will hold a valid Full Instructors rating in both Gliding and Touring Motor Glider.

Responsibility:

The **National Training Officer** is responsible for the Training affairs of the **SSSA**

2.1.2. THE AFFILIATED CLUB'S CHIEF FLYING INSTRUCTOR

Duties and Authority:

- i) all training members are versed in the content of the ATO training and procedures manual;
- ii) all training is carried out in accordance with the ATO Training Plan and that relevant regulations are complied with;
- iii) The theoretical training syllabi and ATO curriculum is adhered to as described in Part 4 of this document.
- iv) records are kept in accordance with Part 1 of this document;
- v) the flight authorization sheets as required in Annexure C are comprehensively completed and controlled in accordance with the ATO training and procedures manual;
- vi) a high standard of flying discipline is maintained in accordance with the policy prescribed in the ATO Training Procedures Manual.

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- 15 -

PART 4: STAFF TRAINING

PART 4 - SECTION 1

4.1 PROCESS AND QUALIFICATION CONTROL

The **SSSA** shall ensure that all personnel whose work affects safety and quality is adequately trained and/or qualified for the work they perform. That all Affiliated Clubs' Instructors have current and appropriate rating and/or licence for instructing, as specified in the South African Civil Aviation Regulations and will be approved by the **National Training Officer** and that all contracted training will be carried out under controlled conditions. This procedure applies to both flight and ground school training.

Before training can commence the member will be asked to complete and sign an indemnity/application form. The structure of the course/service that the member is applying for will be outlined. A **Pilot Training Folder** will be opened in the Club Member's name and all future documentation relating to the student member will be placed in the Folder. When not in use, the **Pilot Training Folder** is stored, for safe keeping, in the **Record Centre at Club Level**.

The **Chief Flying Instructor** is responsible for process control related to flight training.

4.1.1 Flight Training Instructors:

All Instructors in the Affiliated Clubs of the SSSA will hold an Instructor's Rating and an Appropriate Licence. Refer to CAR Part 68, sub part 4 for the Requirements and Experience associated with becoming an Instructor.

Prior to flying new aircraft or using new equipment related to flying, all instructors will undergo specific training and qualification by means of a test provided either by the **SSSA** or the manufacturers and/or distributors of such aircraft and/or equipment. The qualification is recorded in the Instructor's Pilot Log Book and the Instructor's personnel file, which is kept in the **Record Centre**.

All Instructors in the SSSA are required to attend at least every second year any RAASA or SSSA Affiliate Instructors Training Seminar presented in their Region, regardless of the grade of Instructor rating held. New Instructors in the SSSA will first be tested by **an instructor with the applicable rating after recommendation by the Affiliated Club's Chief Flying Instructor** and will be under probation for a minimum 3 (three) month period. All Instructors in the SSSA will be conducting flight training at their own risk and will be responsible for the safety of their students. The Instructor will complete the students' **Progress Record** for the days training and verify that the student updated his online records to be a true reflection of his daily training.

4.1.2 Ground School Instructors:

All ground school Instructors of the SSSA Affiliated Clubs may not necessarily be graded flight Instructors; however, all ground school Instructors will be fully conversant with the ground school course and qualified in the subjects they will be required to lecture in and they will be appointed at the discretion of the CFI. There is no laid down format for the ground school subjects training, but it should be closely aligned to the knowledge required for the flight training exercises in order to produce an integrated course of training.

4.1.3 All Personnel: (other than Instructors)

All new Instructors are subjected to induction training that allows them to familiarize themselves with the organisation and its operations. Specific training by way of seminars, workshops and formal

4.1.6 Instructor Requirements

4.1.6.1 Requirements for the issue of Assistant Instructor

- a. 100 Hours Solo on any type of fixed wing aircraft, with a minimum of 50 on Gliders or TMG.
- b. 10 Hours of in flight logged patten with at least a Full Instructor signed in the logbook.
- c. Attendance at a prescribed and SSSA approved Instructor training course with a pass mark of at least 75%
- d. Letter of recommendation from the Affiliated Clubs Instructor Panel and endorsed by the Chief Flying Instructor
- e. Flight Test with an appropriately rated Full Instructor.

4.1.6.2 Requirements for the issue of Full Category Instructor

- a. 100 Hours Instruction on any type of fixed wing aircraft, with a minimum of 50 on Gliders or TMG.
- b. Minimum 1 (One) year as an assistant Instructor.
- c. Assisted with at least 1 (One) prescribed and SSSA approved Instructor training course.
- d. Letter of recommendation from the Affiliated Clubs Instructor Panel and endorsed by the Chief Flying Instructor
- e. Flight Test with an appropriately rated Full Instructor.

q. battery

(2) Engine, exhaust and gearbox

- a. Oil leaks
- b. Spark plug caps

- c. Cables and electrical wiring

- d. Carb rubbers

- e. Fan belt / Radiator / Cooling system

- f. Exhaust blow-by

- g. Exhaust springs

- h. Air filters

- i. Carburetors Systems

a. Fuel system

b. Electrical system

Exercise 29: Passengers

Aim: To make the student aware of the requirements for passenger flying and of the factors that must be considered.

- (1) Briefing
- (2) Security
- (3) Comfort

Exercise 31: Gliding Engine Off and On

Aim: To fly cross country with limited or no engine using only the energy of the surrounding air to sustain flight, student will be required to demonstrate sustained flight demonstrating altitude maintenance or gain to the satisfaction of an instructor. These maneuvers will not be practiced solo within the first 10 hours of solo.

- (1) Awareness of airspace and vertical and lateral limits.
- (2) Gliding engine on
 - a. Identification of buoyant air or thermal.
 - b. Observation of other traffic that may be using the same thermal.
 - c. Entering and maintaining core of the thermal.
 - d. Right of way rules and vigilant and constant lookout.
 - d. Operation of Flap systems if any.

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PART 9 - SECTION 1

9.1 Test and Checks for the Issue of Glider Pilots Licence

9.1.1 Proficiency Check

- 9.1.1.1 Proficiency checks for the issue of an Initial Licence must be conducted by an appropriately rated Full instructor or Club CFI
- 9.1.1.2 Proficiency checks for the renewal of a licence may be conducted by any grade of Instructor
- 9.1.1.3 Proficiency Checks are to be carried out using the form RA GPL-05a
- 9.1.1.4 Forms RA GPL-05a along with application RA GPL-04 need to be submitted and accepted by RAASA within 30 Days of the Flight Test.

9.2 Test and Checks for the Issue of Touring Motor Glider Pilots Licence

9.2.1 Proficiency Check.

- 9.2.1.1 Proficiency checks for the issue of an Initial Licence must be conducted by an appropriately rated Full instructor or Club CFI
- 9.2.1.2 Proficiency checks for the renewal of a licence may be conducted by any grade of Instructor
- 9.2.1.3 Proficiency Checks are to be carried out using the form RA GPL-05b
- 9.2.1.4 Forms RA GPL-05a along with application RA GPL-04 need to be submitted and accepted by RAASA within 30 Days of the Flight Test.

9.3 An application for the issue of an Initial Licence must be accompanied by:-

- a. Student Logbook with notations on each line and signed and stamped by Instructor where the Student has met the requirements for the issue of that license in terms of Part 68
- b. A summary of all hours flown by type for the last 12 Months signed and stamped by testing Instructor in the logbook below the last entry where flight test took place.
- c. A Restricted or General Radio License
- d. Valid and current medical
- e. Certified copy of ID Document
- f. Fees as prescribed in CAR 187

9.4 An application for the issue of a renewal Licence must be accompanied by:-

- a. Logbook with a summary of all hours flown by type for the last 12 Months signed and stamped by testing Instructor in the logbook below the last entry where flight test took place.
- b. Valid and current medical
- c. Fees as prescribed in CAR 187

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