

The Soaring Society of South Africa (SSSA)



Manual of Procedure

In accordance with Part 147 of the South African Civil Aviation Regulations 2011, as amended.

ARO Approval no: 003

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1. Details

Title: Manual Of Procedures

Revision: 8

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Approval

COMPILED BY: Mark Pretorius  (21st March 2022)

REVIEWED BY: Jason Adriaan _____ (21st March 2022)

ACCEPTED BY: Mark Pretorius  (21st March 2022)

(On behalf of the Board of the Soaring Society of South Africa)

APPROVED ON BEHALF OF SACAA :

Name: _____

Signature: _____

On behalf of: South African Civil Aviation Authority

Date: _____

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3. Amendment Record

REVISION NO.	REVISION DATE	EFFECTED BY	PAGES
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002	2012/02/29	KJ Ashman / B Greeff	All
003	2012/04/04	KJ Ashman / B Greeff	All
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Version 8	21 st March 2022	Mark Pretorius	All

4. List of Effected Pages

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Version 8	1	21 st March 2022	M Pretorius
Version 8	2	21 st March 2022	M Pretorius
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Version 8	20	21 st March 2022	M Pretorius

5. Statement

This Manual of Procedure has been compiled in accordance with the South African Civil Aviation Regulations Part 149 and sets out the aspects relating to the control and regulation of flying of The Soaring Society of South Africa that by their classification may also be Touring Motor Gliders and Gliders of all forms in South Africa and Aerobatics pertaining to these craft in South Africa.

It should be read in conjunction with and considered supplementary to the following previously constituted documents:

1. The Civil Aviation Regulations (CARs).
2. The MOI of The Soaring Society of South Africa (SSSA)

It confirms SSSA to be an approved body for all forms of the sport of The Soaring Society of South Africa that by their classification may also be Touring Motor Gliders and Gliders of all forms in South Africa and Aerobatics pertaining to these craft, under the rules and regulations as set in the SA-CARs, Part 61, Part 62 Part 68 and Part 149.

SSSA members will be bound by the provisions of this manual.

The term "SSSA", whenever used herein shall mean The Soaring Society of South Africa.

The term "SSSA Executive Committee" shall mean the duly elected members who form the executive committee of SSSA.

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

The purpose of this document is to specify the operating procedures and governance of the SSSA clubs and Affiliated Members.

To provide explicit methods for compliance with the requirements of corporate governance, relevant regulations and the Articles of Incorporation of the SSSA.

To act responsibly as an ARO for pilots who fly Motorised Gliders, that by their classification may also be Touring Motor Gliders and Gliders of all forms in South Africa and Aerobatics pertaining to these aircraft, as an approved organization in accordance with SA-CARs, Part 149.

To monitor safety standards relating to aviation recreation:

1. Where applicable monitor and propose changes in standards for the operation of or airworthiness of aircraft involved in recreational aviation.
2. Advise the designated body (SACAA) of such safety standards, or the improvement thereof.

To analyse accident data for the promotion of safety, to find any problems or issues which may reoccur, and advise members accordingly to prevent further incidents occurring.

To further aviation and related activities within the fields of aviation falling under The Soaring Society of South Africa.

To play an active part in the regulation of aviation activities through representation at CARCOM or by SACAA, and any other body which may impact on the regulation of the aviation activities which fall under the scope of this ARO.

To promote airmanship and safety awareness.

To co-operate and associate, with any other body of similar nature in fulfilling the objectives of The Soaring Society of South Africa.

To provide members with collective representation in all matters affecting them.

The Soaring Society of South Africa shall be a non-profit and non-political organization and shall not exercise any sexual, racial or any other discrimination.

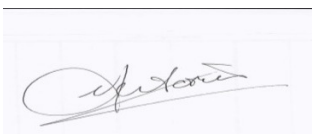
To encourage, develop and promote private and sporting Motor Gliding, Gliding and Glider Aerobatics throughout South Africa.

To suggest, advise upon, and oversee the aviation related activities of members and to apply disciplinary procedures where required as per the approved guidelines, regulations, by-laws and or Manual of Procedure.

To carry out such other activities as may be agreed with the Director for Civil Aviation or the body designated in terms of Part 149, from time to time.

To promote and/or participate in Motorised Gliding, Gliding and Aerobic events and trials organized by The Soaring Society of South Africa and any other such organization.

Accountable Manager:



Mark Pretorius
Chairman SSSA

21st March 2022

Date

This Manual is published with the authorization of the Board of the SSSA. This Manual has been compiled with reference to SA-CAR Part 149.

Any correspondence regarding the use of this manual, or the information contained herein should be addressed to: *The Chairperson, Soaring Society of South Africa.*

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6. Personnel

6.1 List of Personnel




Accountable Manager	Mark Pretorius
National Operations Manager	Jason Adriaan
National Safety Officer	Fred Bebington
National Quality Control Manager	Jon Olsson
National Technical Officer	Peter How
National Head of Training	Nick Oberhofer
Club Chairmen	As per 9 (Locations)

6.2 Procedure for initially assessing personnel authorised by SSSA

6.2.1 SSSA authorised personnel are assessed on:

-  Experience
-  Qualifications

6.3 Procedure for maintaining the competence of those personnel

-  Regular conferences
-  Courses
-  SSSA seminars

6.4 Procedures which the holder of approval is authorised to establish and administer.

Please see Addenda:

1. Terms and definitions
2. Operational Governance
3. Licences
4. SSSA Responsibilities

7. Duties and responsibilities of SSSA personnel

7.1 Responsibilities and Position Descriptions

7.2.1 Chairman / Accountable Manager

Appointment: Elected for a three-year term by the EXCO of the SSSA and ratified by the Board.

Reports to: In accordance with the SSSA Articles of Association and Governance Manual.

Powers: Holds the position of Accountable Manager, in terms of CAR Part 149.02.4(1)(a) and is empowered to ensure that all activities undertaken by SSSA are carried out in accordance with its Governance Manual and the associated MOP's.

Responsibilities - Chairman:

Chairman of the EXCO of the SSSA.

Conducts SSSA affairs in accordance with the Articles of Association of the SSSA.

Ensures compliance with the MOP,

Chairs meetings of the Executive Committee.

Facilitates the regular updating of the SSSA Strategic Plan in consultation with the Executive and assists with the execution of strategies and planned key activities.

Ensures that the SSSA exercises the review and advisory function.

Is accountable as per 149.02.4 part (a).

7.2.2 National Operations Manager

Duties:

- Oversight of national operational activities. Oversight to be achieved by:
 - Monitoring incident and accident reports
 - Receiving feedback from club chairman as to the general operations

- Monitoring myGlidingClub system, which will monitor all member operations on a continuous basis
- ensure all training administration is carried out and is kept up to date
- To perform duties assigned as decided at Exco meetings
- To represent the SSSA at forums as delegated by Exco.
- Ensures the compliance of the SSSA with all applicable CATS and CARS

Responsibilities:

- Responsible for the maintenance of operational standards of SSSA affiliates.
- Ensures pilot training and qualification is conducted in accordance with the SSSA Instructors' Handbook and the MOP.
- Ensures that routine audits of affiliate operational activities are conducted and that copies of audit reports are forwarded to the Quality Manager.
- Maintains a register of agreed corrective actions for all SSSA affiliates, monitors their execution, and advises the Quality Manager accordingly.
- Collects and analyses the findings and corrective actions to gliding incident and accident reports and passes onto Safety Manager
- Monitors the need for amendments to the MOP and advises the Executive Officer accordingly.
- Provides routine reports to the Executive.
- Is responsible for the operational administration of the recommending function on behalf of the Chairman.

7.2.3 National Quality Control Manager

Under the auspices, supervision and control of the Accountable Manager, the primary roles of the organisation or person contracted to fill the position of QCM are:

- To ensure that the SSSA quality Management System is properly established, implemented, maintained and continually reviewed and improved;
- To supply on a monthly basis a written report to the Accountable Manager which will include, as a minimum, information on all activities conducted in the accomplishment of the duties outlined

The SSSA contracted QCM will:

- Be suitably qualified and experienced
- Have direct access to the Accountable Manager (NQM)
- Not be one of the nominated post holders and
- Have access to all divisional offices of SSSA and any sub-contractors or suppliers

7.2.4 National Safety Officer

Authority:

The National Flight Safety Officer shall have the authority to stop or prohibit any operation or action that he deems to be unsafe, unreliable or could jeopardise civil aviation safety.

Responsibility:

The National Flight Safety Officer shall ensure that all flight operations are conducted in a safe and reliable manner. That the Affiliated Club complies with the provisions of the Civil Aviation Offences Act, 1972 (Act No. 10 of 1972) as amended, and the Civil Aviation Safety Regulations, 2012, as amended. Furthermore, to ensure that the provisions of this Manual of Procedure are fully complied with in respect of Civil Aviation Safety Regulations, as amended.

He will ensure that the appropriate personnel have the experience, training and qualifications to perform their assigned duties in respect of and with regard to Civil Aviation Safety. He will identify record and report any safety or security problems as well as ensure that all accidents and/or incidents, with the correct information, are recorded on the correct forms as required in terms of this Manual of Procedure and handed to the Club's Chief Flying Instructor or responsible person in the case of non training clubs.

- i) Safety oversight of all facility operations
- ii) The co-ordination and management of a Safety Management System
- iii) The monitoring and implementation of the annual safety plan.

Together with the Chief Flying Instructor or responsible person and working closely with SACAA, he will be responsible for the implementation and maintenance of an Aviation Safety Program. He shall further conduct regular audits on flight safety at the Affiliate Club. In his absence, his authority and responsibilities will be taken over by the CFI/Accountable manager.

7.2.5 National Technical Officer

Authority:

1. The Head of Technical and Maintenance accepts the authority delegated by the Aero Club AP sub- committee to ensure glider airworthiness requirements are met.
2. The Head of Technical and Maintenance has the authority to ensure Club counterparts implement any glider airworthiness requirements as stipulated by the Aero Club AP sub- committee.
3. The Head of Technical and Maintenance has the authority to prohibit any unsafe or unauthorised maintenance practices which can affect the airworthiness of training aircraft.

Responsibilities:

4. To keep the SSSA EXCO appraised of technical and maintenance matters.
5. To ensure the TPM MCM requirements are met.

6. To ensure the airworthiness of all SSSA training aircraft.
7. To ensure the serviceability of all Club winches used for training.
8. To ensure the airworthiness of all tug aircraft used for training.

7.2.6 Head of Training

Authority:

The Head of Training 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 Head of Training may be delegated in the absence of the said officer, during which time the duly delegated Head of Training shall then assume all the aforementioned responsibilities which normally vests with the absent Head of Training.

The Head of Training 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 the Board of the SSSA.

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

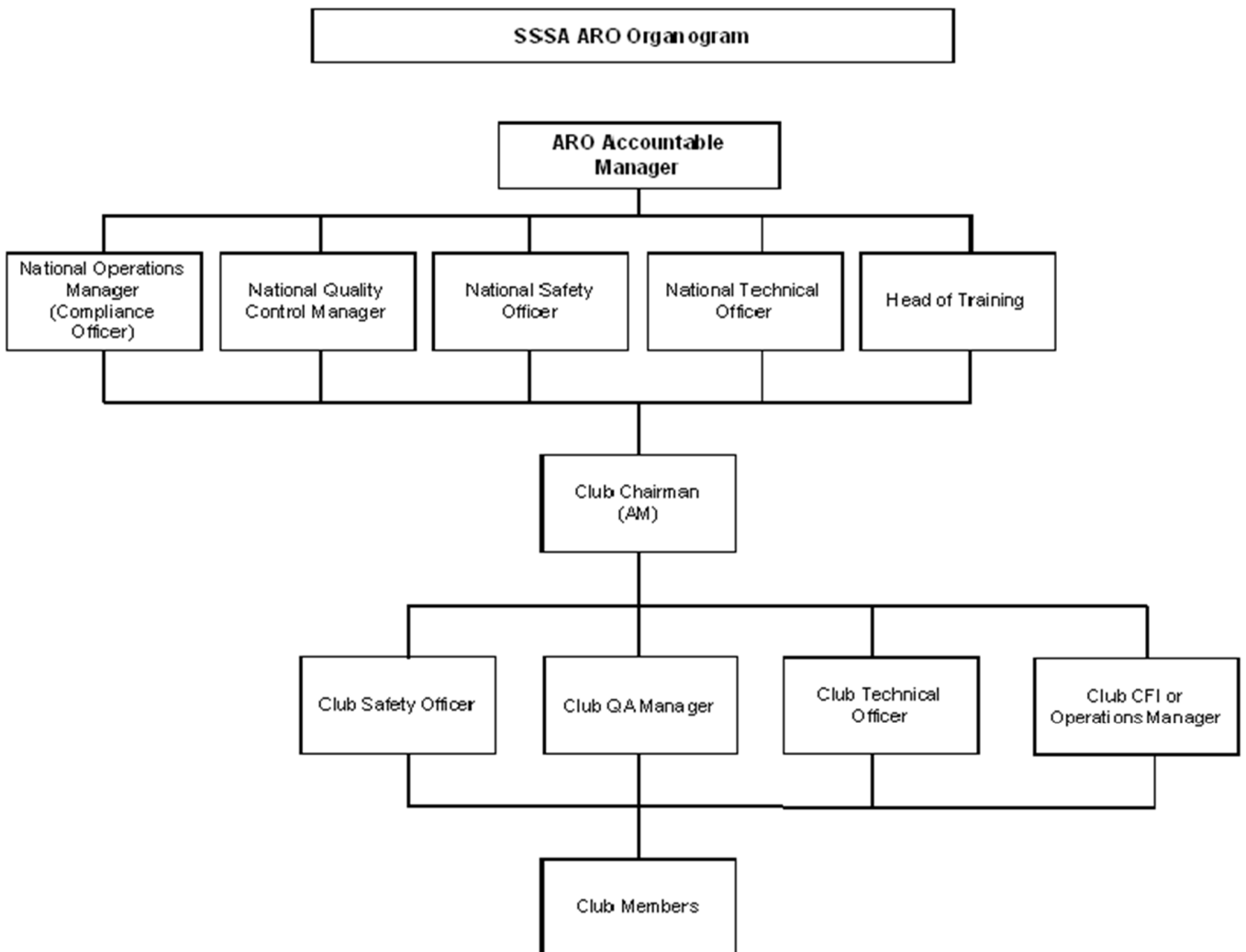
The Head of Training has the Authority to suspend an Instructor or training at an Affiliated Club pending an investigation into breach of standards or safety by The Board of SSSA, SACAA or other delegated body.

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

Responsibility:

The Head of Training is responsible for the Training affairs of the SSSA

8.SSSA Organogram



9. Locations

Chairman	Club	Latitude	Longitude
Peter How	Adamsfontein Gliding Club, Adamsfontein.	30 ° 34.880" S	025 ° 15.600" E
Jason Adriaan	AKA Vlieg Potchefstroom .	26 ° 40.141" S	027 ° 04.512" E
Phil Fellows	Bloemfontein Gliding Club New Tempe.	29 ° 02.333" S	026 ° 09.500" E
Pieter Goussard	Bosveld Falke, Potchefstroom	26 ° 40.141" S	027 ° 04.512" E
Peter Farrell	Cape Gliding Club, Worcester Airfield.	33 ° 40.000" S	019 ° 25.000" E
Martin Lessle	Douglas, Douglas Airfield NC	29.40.01S	23.46.01 E
Albert Willemse	Drakensberg Soaring Club, Utopia Base (Underberg).	29 ° 48.491" S	029 ° 23.380" E
John Olsson	East Rand Gliding Club, Springs.	26 ° 14.500" S	028 ° 23.500" E
Sigmund Rohrer	Eastern Province Gliding Club, Uitenhage.	33 ° 47.000" S	025 ° 23.000" E
Hannes Scharf	El Mirador, El Mirador Airfield	28.57.28 S	29.32.42E
Barry Becke	Garden Route Gliding Plettenberg Bay.	34 ° 05.071" S	23 ° 19.450" E
Manni Voigt	Gariep Gliding Club, Gariep Dam.	30 ° 34.000" S	025 ° 32.000" E
Johannes De Viliers	Goldfields Gliding Club, Welkom.	28 ° 01.883" S	027 ° 05.033" E
Tex Impey	Howick Gliding Club Howick.	29 ° 33.167" S	030 ° 12.667" E
Louw Van Zyl	Kranskop Gliding Club, Brits	25 ° 31.950" S	027 ° 46.550" E
Johan Denner	Kroonstad Gliding Club, Kroonstad.	27 ° 39.560" S	027 ° 19.140" E
Sean De Klerk	Magaliesburg Gliding Club, Orient Airfield.	26 ° 02.383" S	027 ° 35.650" E

Neel Joubert	Middleburg Gliding Club, Middleburg.	25 ° 41.150" S	029 ° 26.433" E
Dick Bradley	Soaring Safaris, New Tempe.	29 ° 02.333" S	026 ° 09.500" E
Pieter Venter	Swellengrebel Gliding Club, Swellendam.	34 ° 03.000" S	020 ° 29.000" E
Ian Wentzel	Vaal River Gliding Club Vaal Reefs	26 ° 57.610" S	026 ° 45.290" E
TBruce Greeff	Whispering Wings Gliding Club, Parys.	26 ° 53.233" S	027 ° 30.317" E

10. Resources

Club	Resources	Scope of activity
Adamsfontein Gliding Club, Adamsfontein.	Office Bearers (see organogram)	Gliding Camps
AKA Vlieg Potchefstroom Potchefstroom.	Office Bearers (see organogram)	Training and GA
Bloemfontein Gliding Club New Tempe.	Office Bearers (see organogram)	Gliding Camps
Bosveld Falke, Potchefstroom	Office Bearers (see organogram)	Training and GA
Cape Gliding Club, Worcester Airfield.	Office Bearers (see organogram)	Training and GA
Douglas, Douglas Airfield NC	Office Bearers (see organogram)	Gliding Camps
Drakensberg Soaring Club, Utopia Base (Underberg).	Office Bearers (see organogram)	Training and GA
East Rand Gliding Club, Springs.	Office Bearers (see organogram)	Training and GA
Eastern Province Gliding Club, Uitenhage.	Office Bearers (see organogram)	Training and GA
El Mirador, El Mirador Airfield	Office Bearers (see organogram)	Gliding Camps
Garden Route Gliding Plettenberg Bay.	Office Bearers (see organogram)	Training and GA
Gariiep Gliding Club, Gariiep Dam.	Office Bearers (see organogram)	Gliding Camps
Goldfields Gliding Club, Welkom.	Office Bearers (see organogram)	Training and GA

Howick Gliding Club Howick.	Office Bearers (see organogram)	Training and GA
Kranskop Gliding Club, Brits	Office Bearers (see organogram)	Training and GA
Kroonstad Gliding Club, Kroonstad.	Office Bearers (see organogram)	Training and GA
Magaliesburg Gliding Club, Orient Airfield.	Office Bearers (see organogram)	Training and GA
Middleburg Gliding Club, Middleburg.	Office Bearers (see organogram)	Training and GA
Soaring Safaris, New Tempe.	Office Bearers (see organogram)	Gliding Camps
Swellengrebel Gliding Club, Swellendam.	Office Bearers (see organogram)	Training and GA
Vaal River Gliding Club Vaal Reefs	Office Bearers (see organogram)	Training and GA
Whispering Wings Gliding Club, Parys.	Office Bearers (see organogram)	Training and GA

11. Authorizations or Delegations granted

- 11.1 Authorised personnel listed in 6 above
- 11.2 Authorised personnel appointed by election at AGM annually
- 11.3 Recorded in the minutes of each AGM
- 11.4 Appointed on merit, experience and qualifications

12. Quality Assurance System

Please see Annexure 9 and 10 attached

- 9 - Quality assurance definitions
- 10 - Quality assurance manual

13. Control, amendment and Distribution

Copy	Person Authority Organization	Location
1	South African Civil Aviation Authority	Offices of the SACAA Potchefstroom (Head Office)
2	Soaring Society of South Africa	Parys
3	Mark Pretorius (Chair SSSA)	Johannesburg
4	Jon Olsson (QA)	SSSA website
5	Exco/ Clubs/ Members	

This Manual is published with the authorization of the Board of the SSSA. This Manual has been compiled with reference to SA-CAR Part 149.

Any correspondence regarding the use of this manual, or the information contained herein should be addressed to: *The Chairperson, Soaring Society of South Africa.*

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14. Change / Amendment to Key Personnel

<u>MOP - Amendment to Management Personnel –</u>			
	Position	Full name & surname	Tel
a	Chairman/ Accountable Officer	Mark Pretorius	083 701 0493
b	Quality Assurance	Jon Olsson	083 258 3824
c	Head of Technical	Peter How	0832650581
d			
e			
f			
g			
h			

Changes to other Key Management Personnel -		
Name	Title	Telephone Number (Including Area Code)

