

The Soaring Society of South Africa (SSSA)



Safety Management System (SMS) Manual

IN ACCORDANCE WITH THE SOUTH AFRICAN CIVIL AVIATION REGULATIONS, 2011 AS
AMENDED

SACAR Part 12, Part 140 and Part 149

ARO APPROVAL NUMBER: SACAA / ARO003

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Revision 1

Effective Date: 2025/05/01



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AMENDMENT RECORD

Ensure that, upon receipt of this manual, all instructions about the issuing of revision pages are carefully read. Handwritten revisions are not permitted. Temporary revisions will be made in the form of a safety notice, which will be binding until replaced or withdrawn. All revisions must be approved by the person responsible for the manual.

AMENDMENT	DATE	AMENDED BY	DESCRIPTION
001	2025/05/01	B Greeff	First issue as Annexure 6 of the ARO MOP.
002	2025/05/01	J. Adriaan	Reissued as a standalone controlled manual (SSSA-SMS-001); content unchanged, CAA document structure added.



LIST OF EFFECTIVE PAGES

PAGE	REVISION	DATE	PAGE	REVISION	DATE
001	1	2025/05/01	006	1	2025/05/01
002	1	2025/05/01	007	1	2025/05/01
003	1	2025/05/01	008	1	2025/05/01
004	1	2025/05/01	009	1	2025/05/01
005	1	2025/05/01	010	1	2025/05/01



DISTRIBUTION LIST

As per the AIP ENR 5.5. Controlled copies are distributed to all SSSA post holders, affiliated club chairmen and club safety officers. The QAM maintains the distribution register.

DETAILS AND APPROVAL

This manual is issued under the authority of the SSSA Accountable Manager and is approved for use as a controlled document forming part of the SSSA ARO compliance framework.

Prepared by (QAM)	J. Adriaan 
Reviewed by (Accountable Manager)	S. Mommen 
Date	01/05/2026

1. SAFETY MANAGEMENT SYSTEM

1.1 Safety Policy

- Soaring is an extreme sport, and as such demands that safety be deliberately addressed and managed to minimise and mitigate the exposure to risk.
- The policy of the SSSA to maintain high standards of safety and inculcate best safety practices which comply with the Civil Aviation Regulations (SA-CAR) and the Manual of Procedures (MOP) in all aspects of operation.
- The SSSA is committed to promoting safety as a principle concern of all activities sanctioned and managed by the SSSA. The SSSA policy is to entrench a safety awareness and culture in the Soaring community in South Africa. To this end Safety officers actively monitor, report, publish and educate members on all aspects of safety.
- To manage safety activities, it is imperative that there is appropriate safety oversight and procedures in place for all SSSA sanctioned activities. The affiliate structures for affiliates cover all normal club operations with the SSSA approved procedures and forms included in this document.
- The SSSA Chairman has committed the SSSA to Safety Management.

1.2 Responsibilities

The Chairman is the accountable manager for safety in the SSSA and will manage the Safety Management System and provide oversight and audit the safety processes. Club Safety Officers and Chairmen are the accountable officers at affiliate level. This section summarises the SSSA Safety Management practice.

Further detail is contained in the Safety Management Manual SSSA-SMS-001.

In compliance with CAR Part 12 and Part 140 the SSSA Safety Officer and Sub-Committee are responsible for:

- Co-operate with and assist the CAA Accidents and Incidents investigation board (AIID) with their investigation of glider and motor glider accidents and incidents as domain and subject experts.
- Reporting back to the gliding community on glider and motor glider accidents and incidents with appropriate comments or recommendations.
- Reporting on accident trends which may indicate where greater attention to safety and/or procedures needs to be directed to avoid accidents.
- Monitoring aviation safety and making recommendations for the maintenance and improvement of safety standards.
- Educating and training of Club Safety officers in accident and incident investigation and reporting procedures.
- Ensuring that safety awareness is created and maintained at all levels in the soaring movement.
- Training and education of Pilots and Instructors in topics related to aviation safety (through safety seminars).
- Supervision and support of Club Safety officers.
- Ensuring compliance with the current legislation and SSSA Manual of Procedures.
- Evaluating and approval of the appointment or election of Club Safety officers.
- Exercising control over the Club Safety officers.
- Ensuring that clubs define their Emergency Procedures.
- Maintaining a register of all Club Safety Officers.
- Maintaining a register of all accidents and incidents.
- Assisting in the amendment and maintenance of the Manual of Procedures in terms of safety-related issues.

1.3 Corrective Actions

- Where the actions of a member of the SSSA is in contravention of the MOP, Code of Conduct and is contrary to safe operation, such person may be subject to sanction by the SSSA.

- In this case a report to the SSSA and designated body is required.
- At the discretion of the Safety sub-committee, members involved in hazardous activities may be exempt from disciplinary action where they acted under the direct supervision and instruction of an instructor or other authority.
- All members are required to be acquainted with the MOP and relevant legislation.
- Where a report exposes a weakness in the MOP the SSSA will act to mitigate risk.
- This may take the form of interim operating restrictions, while a revision of the appropriate approved procedures is updated.
- Where an operational deficiency or shortcoming is noted the SSSA Accountable manager will make the appropriate recommendation to effect corrective action.
- Corrective actions will be communicated in writing.

1.4 The SSSA SMS Implementation

- Safety Management processes are intrinsic to the approved procedures of the SSSA and are subject to the normal review and update process as necessary or required.
- Club chairmen and safety officers are the responsible persons under SMS as it applies to the operations of S.A. gliding clubs.
- All gliding clubs are required to have posted emergency procedures in a prominent position as they apply to the individual club. See Appendix E for an example.
- The Safety officer at SSSA sanctioned events will conduct regular safety briefings relevant to the event.
- Guidelines for competition briefings, away events and a safety document guideline are provided in the Appendix.
- Processes specifically pertinent to SMS are:
 - Safety officer training
 - Safety review and audit process for affiliates
 - Away Event Safety Management
 - Contest Safety Management
 - Hazard, incident and accident Reporting
 - Safety Promotion, incentives and education

1.5 Safety Objectives

- To monitor aviation safety and make recommendations for the maintenance and improvement of safety standards specific to soaring.
- To promote and maintain safety awareness at all levels the SSSA.
- To ensure compliance with the current legislation and SSSA MOP.
- To maintaining a register of all Club Safety officers.

1.6 Safety Targets

- The small number of incident and accident reports in the SSSA makes meaningful metrics difficult.
- The primary target is to have zero serious injuries or fatalities.
- The secondary target is to increase hazard and accident reporting, even when no damage or injury occurred.
- The third target is to achieve zero non-compliances with safety management processes (e.g. 100% on time submission of annual safety audit reports by affiliates).

1.7 Training

- The principle training event for safety officers of the SSSA is the bi-annual national safety officer's meeting. Where required, dedicated sessions are held, e.g. Human Factors training.
- Club Safety officers are mentored by the Club DFI and other Safety officers.
- The regulatory requirements under SMS are presented at the national Safety officers meeting and are made available to SO's via the MOP.

1.8 Hazard Reporting

- The reporting of hazards is critical for the development of meaningful statistics.
- The SSSA accident/incident/hazard reporting form has been simplified and revised to make reporting easier.
- It is the responsibility of members to report hazards to the responsible person directly they become aware of a hazard.
- Members involved in any incidents, or accidents are additionally responsible for reporting the event to the Club Safety officer and/or the Club DFI.

Reporting – Serious accidents. CAR Part 12 Applies.

All accidents that cause serious injury to persons or substantial damage to aircraft must be reported by the pilot in charge or the owner:

- To the Civil Aviation Authority (Accident and Incident Division), or Air Traffic Navigation Services.
- To the Police.
- To the SSSA (as above in Hazard Reporting) within 24 hours of the occurrence.

Protocol

- Serious injury is any injury that requires physical treatment by a doctor, nurse, or paramedic.
- Substantial damage is damage or structural failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and would normally require major repairs or replacement of the affected component.
 - The accident will be reported using the CAA forms that are available from the website, included in the MOP appendices and which also are on our website.
 - The 'initial report' must be submitted as soon as humanly possible, the two other reports within a reasonable time.
 - Where the owner or operator and the pilot are the same, both reports must still be completed.

Reporting other accidents, incidents, or hazards

- All accidents, incidents or hazards shall be reported on the CAA form included in the appendices and available on the CAA Website.
- It is important to ensure that these reports are comprehensive (fully completed).
- There is space for the DFI/Safety Officer to countersign the report, and where possible any additional relevant comments are welcomed.
- All clubs and all members of the SSSA are required to report all accidents, incidents, and hazards to the CAA – however trivial they may appear to be.
- Such reports assist in developing statistics from which trends can be observed, to provide guidance in training and safety oversight.
- Contact details are therefore important.

1.9 Event Safety Management

- Specific safety procedures are applied to Contests and Away Events.
- To obtain SSSA sanction of these events it is necessary to appoint a Safety officer and lodge the necessary records with the Safety Office.
- The Event Safety officer becomes the responsible person for the event.
- This appointment must be acknowledged in writing by the SSSA and confirmed in writing by the responsible DFI.
- The Event SO is responsible for providing SSSA and SACAA with the Safety and Emergency Management Plan for the event.

1.10 Aerodrome Management

- SSSA Affiliated clubs and events may only operate from SSSA approved sites.
- Approval of an aerodrome or site for gliding requires a completed safety audit and site approval form; approval is provided by the CAA based on information provided.

1.11 Aerodrome Emergency Management

- Each affiliate or club is responsible for producing an Emergency Response Procedure (ERP) for every location at which the affiliate operates.
- This will detail the process of what to do in the event of an accident on or adjacent to (up to 10 km radius) the airfield.
- The Duty Officer, Event Safety Officer or Senior Instructor present, depending on circumstances, will be the 'person responsible' on any day when flying activities take place.
- The ERP must be available at a readily accessible location (preferably the launch point) and accessible to all.

1.12 General

- It is the duty of all members to acquaint themselves with the location and extent of rescue and medical equipment that is available on the airfield.
- Affiliates must have at least the standard mini first aid kit available.
- Current emergency contact numbers are to be included in the ERP and should be available on any club or event website.
- Members who are qualified in first aid should communicate their qualification and contact details to the SO.

1.13 Specifics in the Event of an Accident

- At the scene of an accident there are two imperatives.
- The witness of any incident should first render aid to the occupants of the aircraft. This may take the form of relaying the location of an out-landing accident via radio, or by physically assisting on the ground.
- At the earliest opportunity the responsible person should be appraised of the situation.
- The duty officer and duty instructor are responsible for the day's flying activities and will immediately assume responsibility in the event of an emergency.
- The more experienced will assume control.
- The most important 'FIRST OBJECTIVE' is to Preserve Life, then avoid further injury to person or damage to property and PREVENT PANIC.
- Stop, prevent, or discourage 'all and sundry' from rushing to the accident scene.

After this, the following actions are required:

- Ensure that the appropriate rescue/aid agencies (official and unofficial) are contacted immediately (delegate if necessary – in fact delegation is the preferred procedure).
- Ensure that the wreckage site is 'secured' – that is, only 'necessary helpers' have access to it.
- Nothing to be moved – or removed – unless it is necessary for people to exit the wreckage or for the treatment of injured people.
- Ensure the easiest-possible access to the site for the rescue and fire services.
- Dispatch a marshal to the entrance of the site to direct these vehicles.
- Ensure that the appropriate 'reporting authorities' are advised (again delegate, where appropriate). In order, report accidents and incidents to the Affiliate or Event Safety officer, who will refer to CAA/ATNS as appropriate.
- Ensure that the activities do not prevent safe conclusion of flight for other contestants.
- To this end the Duty officer will advise aircraft in the air of any hazards resulting from the incident and what alternative runways etc. are available.
- Encourage witnesses to write down their observations as soon as possible (first impressions are often the most valid). This applies especially to the first people who are delegated to examine the accident site.
- If the media become involved, everybody should be made aware that only the 'person in charge' should deal with them. Be positive, be approachable... say as little as possible.
- Type of a/c – "the accident is subject to investigation and we await the CAA Accident Division".
- Should the CAA become involved, please ensure that they are given the fullest co-operation.



- The Affiliate Safety officer and the DFI will assume control should they consider this appropriate.

1.14 Delegation Guidelines

Each situation is unique; however, the basic principles detailed below serve as an appropriate guideline.

- Duty Instructor is in control by default as he will generally be more experienced than the Duty Officer.
- The nature of an accident normally requires the appointment of several persons to co-ordinate the various activities.
- To respond appropriately the roles should be allocated according to capability.
- The Safety officer is responsible and will act under delegation of the DFI and/or the SSSA appropriate persons.
- In the absence of the Safety officer the Club DFI may assume responsibility should the situation warrant this.
- Club chairman or committee members may assume control in the absence of the above.
- No officer should assume control without clearly communicating to all concerned who now is in control, and such action must be undertaken with due tact and courtesy towards the other involved members.

The CAA remains the final Authority.

Manual End.