



The Soaring Society of South Africa (SSSA)



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

ARO APPROVAL NUMBER SACAA / ARO: **SACAA / ARO003**

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Issue 8

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1. DETAILS AND APPROVAL

Title of Manual:	MANUAL OF PROCEDURES
Revision and Amendment Number:	Issue 8
Revision Date:	25/03/2026

PROCESS	NAME	SIGNATURE	DATE
Prepared By	Jason Adriaan		25/03/2026
Reviewed by the ARO Accountable Manager and Compliance Officer	Steven Mommen		25/03/2026
Approved by the South African Civil Aviation Authority			

Statement of Confidentiality

This Manual of procedures contains information that is confidential and proprietary to SSSA which submits this document with the understanding that it will be held in strict confidence and will not be disclosed, duplicated, or used, in whole or in part, for any purpose other than the purpose for which it is provided without the written consent of the ARO Accountable Manager and Compliance Officer SSSA.

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3. AMENDMENT RECORD

Issue	AMENDMENT DATE	AMENDED BY	DESCRIPTION OF AMENDMENT
1	2010/10/10	K J Ashman	All
2	2012/02/29	KJ Ashman / B Greeff	All
3	2012/04/04	KJ Ashman / B Greeff	All
4	2013/10/10	O. Goudriaan / R. Bradley	52, 52-1
6	2018/03/01	D.C. Smit	All
6	2020/09/15	Mark Pretorius	All
7	2025/05/01	J.C de Villiers / B Greeff	All
8	2026/03/25	S. Mommen/J. Adriaan	All



4. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
1 of 21	8	25/03/2026	12 of 21	8	25/03/2026
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5. STATEMENT

SACATS 149.02.2. 1. (1)

This Manual of Procedure (MOP) has been compiled in accordance with the South African Civil Aviation Regulations Part 149 and sets out the operating procedures of the organisation which represents Gliders and Touring Motor Gliders of all forms in South Africa and Aerobatics pertaining to Motor Gliders and Gliders in South Africa in terms of Part 149.

Regulatory References in this Manual of Procedure

For any reference to a specific regulation or technical standard in the manual, pertaining to the Civil Aviation Regulations of 2011 as amended, please refer to: <http://caa.mylexisnexis.co.za/> for the most up to date information pertaining to the SA-CAR or SA-CATS 2011 as amended.

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

1. The Civil Aviation Regulations (SA-CAR).
2. The Civil Aviation Technical Standards (SA-CATS).

Other Manuals and Documents to be used in Conjunction with this Manual are Annexures

Manuals

3. ARO-MOP-Annex-1-Terms-and-Def
4. ARO-MOP-Annex-2-Operational-Governance
5. ARO-MOP-Annex-3-Licences
6. ARO-MOP-Annex-4-SSSA-Responsibilities
7. ARO-MOP-Annex-5-Accident-Comms
8. ARO-MOP-Annex-6-SMS
9. ARO-MOP-Annex-7-Civil-Aviation-Regulations
10. ARO-MOP-Annex-8-SSSA-Away-Events-and-Contest-Safety
11. ARO-MOP-Annex-9-OC-Inspection-Process
12. ARO-MOP-Anexure-10-Quality-Assurance-Manual

Documents

13. ARO-MOP-Annex-11 List of Personnel and Committee Members
14. ARO-MOP-Annex-12 Letters of Authorisation

It confirms the SSSA to be an approved **ARO in terms of Part 149** for all forms of the sport of gliding 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-CAR, Part 61, Part 62, Part 68 and Part 149.

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SSSA members will be bound by the provisions of this manual and its supporting documents.

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 or Exco.

Amendments to this Manual may only be reviewed and recommend for approval by the SSSA Executive Committee and will be submitted for approval, 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 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-CAR, Part 149.

To monitor safety standards relating to aviation recreation:

- Where applicable monitor and propose changes in standards for the operation of or airworthiness of aircraft involved in recreational aviation.
- 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.

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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, sporting and flying in Motor Gliding, pure 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 Aerobatic events and trials organized by The Soaring Society of South Africa and any other such organization.

ARO Accountable Manager and Compliance Officer:

A handwritten signature in black ink, appearing to read 'Steven Mommen', is written over a horizontal line.

Name: Steven Mommen

ID Number: 5711145081086

Title: ARO Accountable Manager and Compliance Officer SSSA

Date: 25/03/2026

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 ARO Accountable Manager and Compliance Officer, Soaring Society of South Africa.

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6. PERSONNEL

SACATS 149.02.2. 1. (2)

6.1 TITLES AND NAMES

This section to include the titles and names of the personnel required by SACAR 149.02.4

These titles and names are recorded and maintained in Annexure ARO-MOP-Annex-11 List of Personnel and Committee Members.

SACATS 149.02.2. 1 (8)(a) and SACAR 149.02.4

6.2 PROCEDURE FOR INITIALLY ASSESSING PERSONNEL AUTHORISED BY THE ARO

The list of members who are appointed in those roles is maintained in a list which is published on the SSSA.org.za website, in ARO-MOP-Annex-11 SSSA-personnel.

6.2.1 Procedure for Initially Assessing Personnel Authorised by SSSA

SSSA authorised personnel are assessed to meet the minimum criteria and requirements as identified in this section.

The elected personnel shall possess the necessary skill to perform the duties of the role as evidenced by:

- Experience in Gliding and related aviation disciplines.
- Qualifications and experience in leadership roles.
- Safety record.
- Conduct record in soaring, especially in club roles.
- Willingness to promote and support the SSSA and recreational aviation.

SSSA authorised personnel are assessed to meet the minimum criteria and requirements by the EXCO of the SSSA before appointment. By:

- Candidates submit an Aviation CV, specifying their experience and competence which will include:
 - o Qualifications and licences.
 - o Safety record in Recreational Aviation.
 - o Prior conduct in SSSA and/or other AROs.

6.3 PROCEDURE FOR MAINTAINING THE COMPETENCE OF THOSE PERSONNEL AUTHORISED BY THE ARO

On appointment all personnel are provided with induction into ARO and SSSA administration.

Further maintenance requires self-study of the appropriate Civil Aviation Regulations for maintenance of competence, with specific focus on:

1. SA CARS,
 - 1.1. Parts 12 (Accidents),
 - 1.2. Part 68 (GPL and Instruction),
 - 1.3. Part 91 (General Aviation Rules),
 - 1.4. Part 140 (Safety Management System),
 - 1.5. Part 149 (Aviation Recreation Organisation).
2. SSSA MOP
 - 2.1. ARO-MOP-Annex-2-Operational-Governance
 - 2.2. ARO-MOP-Annex-4-SSSA-Responsibilities
 - 2.3. ARO-MOP-Annex-5-Accident-Comms
 - 2.4. ARO-MOP-Annex-6-SMS
 - 2.5. ARO-MOP-Annex-7-Civil-Aviation-Regulations
 - 2.6. ARO-MOP-Annex-8-SSSA-Away-Events-and-Contest-Safety
 - 2.7. ARO-MOP-Annex-9-OC-Inspection-Process
 - 2.8. ARO-MOP-Anexure-10-Quality-Assurance-Manual

All personnel as elected shall accept their responsibilities as documented in this MOP and applicable Regulations.

These personnel acknowledge their compliance with and understanding of these requirements in their letters of appointment.

ARO-MOP-Annex-2-Operational-Governance

ARO-MOP-Annex-3-Licences

ARO-MOP-Annex-4-SSSA-Responsibilities

7. DUTIES AND RESPONSIBILITIES OF THE PERSONNEL SPECIFIED

SACATS 149.02.2. 1. (3)

This section defines the duties, responsibilities, and authority of post holders of the SSSA as required by SACAR Part 149.02.4 and SA-CATS 149.02.2.1. The post holder structure comprises the following positions:

- ARO Accountable Manager and Compliance Officer (Section 7.1)
- Quality Assurance Manager (Section 7.2)
- National Safety Officer (Section 7.3)
- National Technical Officer (Section 7.4)

The ARO Accountable Manager and Compliance Officer and Quality Assurance Manager are mandated by CAR 149.02.4(1)(a) and (b) respectively. The remaining post holders are appointed under CAR 149.02.4(1)(c) as adequate personnel to carry out and supervise the aviation recreation covered by the ARO approval.

Appointment of Post Holders

All post holders listed in this section are appointed by the Board of Directors and ratified by the SSSA Council.

The appointment process is as follows:

- The Board of Directors identifies and appoints suitably qualified and experienced persons to each post holder position;
- Each appointee is issued with a written letter of appointment defining the scope and authority of the role, in compliance with CAR 149.02.4(2)(b);
- All appointments are placed before the SSSA Council for formal ratification at the next available Council meeting or Annual General Meeting;
- The competence of each post holder is initially assessed at the time of appointment and maintained on an ongoing basis, in compliance with CAR 149.02.4(2)(a);
- The SACAA is notified of all changes to post holders as required by the applicable regulations;
- The Manual of Procedures (including Annexure 11) is updated to reflect the current post holder names and submitted to the SACAA for approval.

Post holders serve at the discretion of the Board and may be removed by Board Resolution. Any vacancy arising from removal, resignation, or incapacity shall be filled by the Board on an interim basis pending ratification by the Council and approval of the SACAA.

7.1 ARO Accountable Manager and Compliance Officer

Regulatory Basis: CAR 149.02.4(1)(a)

Reports To: SSSA Board of Directors

7.1.1 Duties

The ARO Accountable Manager and Compliance Officer holds the senior post holder position as required by CAR 149.02.4(1)(a) and is empowered to ensure that all activities

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undertaken by the SSSA are carried out in accordance with the requirements of SACAR Part 149, the SSSA Manual of Procedures, and all applicable regulations.

7.1.2 Responsibilities

The ARO Accountable Manager and Compliance Officer is responsible for:

Governance and Leadership:

- Chairing the Executive Committee (EXCO);
- Conducting the affairs of the SSSA in accordance with the Memorandum of Incorporation;
- Ensuring compliance with the MOP at all levels of the Organisation;
- Facilitating strategic plan updates;
- Ensuring the SSSA exercises its review and advisory function.

Operational Oversight:

- Oversight of operational activities, including monitoring incidents and accidents;
- Receiving and acting on feedback from affiliate club chairmen;
- Monitoring the myGlidingClub system and ensuring administration is current;
- Ensuring compliance with all applicable CATS and CARS;
- Maintaining the operational standards of all affiliated clubs;
- Ensuring routine audits of affiliates are conducted and copies forwarded to the QAM;
- Maintaining a register of corrective actions arising from audits and inspections;
- Collecting and analysing findings and passing them to the National Safety Officer;
- Monitoring the need for MOP amendments and initiating revisions as required;
- Providing routine operational reports to the EXCO;
- Operational administration of the recommending function on behalf of the Organisation;
- Performing duties assigned by EXCO and representing the SSSA at delegated forums.

7.1.3 Authority

In accordance with CAR 149.02.4(1)(a), the ARO Accountable Manager and Compliance Officer is vested with the following powers:

- (a) Unrestricted access to work performed or activities undertaken by all persons as employees of, and persons rendering service under contract with, the Organisation;
- (b) Full rights of consultation with any such person in respect of compliance with the applicable requirements;
- (c) Powers to order cessation of any activity where compliance is not effected;
- (d) A duty to establish liaison mechanisms with the Director (SACAA) to ascertain correct manners of compliance and interpretations of requirements, and to facilitate liaison between the Director and the Organisation;
- (e) Powers to report directly to the management of the Organisation on investigations and consultations generally, and in cases contemplated in paragraph (c), and with regard to the results of the liaison contemplated in paragraph (d).

7.1.4 Additional

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The ARO Accountable Manager and Compliance Officer holds full accountability under CAR 149.02.4(1)(a) for the SSSA's compliance with SACAR Part 149.

In the absence of any other post holder, the ARO Accountable Manager and Compliance Officer assumes the duties, responsibilities, and authority of that post holder until a replacement is appointed or the post holder returns.

7.2 Quality Assurance Manager

Regulatory Basis: CAR 149.02.4(1)(b), SACATS 149.02.2.1(8)(b), SACATS 149.02.3.1

Reports To: ARO Accountable Manager and Compliance Officer (direct access)

7.2.1 Duties

Under the ARO Accountable Manager and Compliance Officer's auspices, the Quality Assurance Manager ensures that the Quality Management System is properly established, implemented, maintained, and continually reviewed and improved. The QAM provides an annual written report to the ARO Accountable Manager and Compliance Officer covering all activities in the accomplishment of duties.

7.2.2 Responsibilities

The detailed responsibilities of the Quality Assurance Manager are contained in ARO-MOP-Annexure-10-Quality-Assurance-Manual. These include but are not limited to:

- Planning, scheduling, and conducting internal quality audits of the ARO;
- Maintaining the findings register and tracking corrective actions to close-out;
- Documenting the complete review process from inspection to satisfactory management review;
- Feeding quality indicators (facility malfunction reports, incidents, occurrences, complaints, defects) into the QA system;
- Conducting management analysis and review of QA data;
- Ensuring the QA system is understood, implemented, and complied with at all levels of the Organisation;
- Reporting objectively and independently to the ARO Accountable Manager and Compliance Officer;
- Making QA documentation available to the SACAA during safety inspections and audits.

7.2.3 Authority

The Quality Assurance Manager has the authority to:

- Access all offices, affiliated clubs, and sub-contractors/suppliers for the purpose of conducting quality assurance activities;
- Require post holders, personnel, and affiliated clubs to provide information and records necessary for quality assurance purposes;
- Raise findings and require corrective action from any area of the Organisation;
- Report directly to the ARO Accountable Manager and Compliance Officer on all matters affecting airworthiness and aviation safety;
- Escalate unresolved findings to the ARO Accountable Manager and Compliance Officer and, where necessary, to the SACAA.

7.2.4 Additional

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The Quality Assurance Manager:

- Must be suitably qualified and experienced in quality management and aviation regulatory compliance;
- Must have direct access to the ARO Accountable Manager and Compliance Officer on matters affecting airworthiness and aviation safety;
- **Must NOT be one of the other nominated post holders** — the QAM must maintain independence from operational, safety, and technical functions to ensure objective quality oversight;

In the absence of the Quality Assurance Manager, the ARO Accountable Manager and Compliance Officer shall ensure that quality assurance functions continue to be performed until a replacement is appointed or the QAM returns.

7.3 National Safety Officer

Regulatory Basis: CAR 149.02.4(1)(c)

Reports To: ARO Accountable Manager and Compliance Officer

7.3.1 Duties

The National Safety Officer is responsible for ensuring that all flight operations conducted under the SSSA are carried out safely and reliably, and that the Organisation maintains compliance with all applicable safety legislation and regulations.

7.3.2 Responsibilities

The National Safety Officer is responsible for:

- Ensuring all flight operations are conducted safely and reliably;
- Ensuring affiliated clubs comply with the Civil Aviation Offences Act (1972) and the Civil Aviation Safety Regulations (2012);
- Ensuring the provisions of the MOP are fully complied with in respect of safety;
- Ensuring appropriate personnel have the necessary experience, and qualifications for civil aviation safety duties;
- Identifying, recording, and reporting safety and security problems;
- Ensuring accidents and incidents are recorded on the correct forms and handed to the responsible person;
- Safety oversight of all facility operations;
- Co-ordination and management of the Safety Management System (SMS);
- Monitoring and implementation of the annual safety plan;

7.3.3 Authority

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

7.3.4 Additional

In the absence of the National Safety Officer, his or her duties, responsibilities, and authority shall be taken over by the ARO Accountable Manager and Compliance Officer.

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7.4 National Technical Officer

Regulatory Basis: CAR 149.02.4(1)(c)

Reports To: ARO Accountable Manager and Compliance Officer

7.4.1 Duties

The National Technical Officer is responsible for ensuring that all glider and associated equipment airworthiness requirements are met across the Organisation, and that affiliated clubs implement and maintain appropriate technical and maintenance standards.

7.4.2 Responsibilities

The National Technical Officer is responsible for:

- Communicating and disseminating technical standards and maintenance matters to affiliated clubs;
- Advising on the airworthiness of all SSSA aircraft;

7.4.3 Authority

The National Technical Officer:

- Accepts delegated authority from the SSSA to require that glider airworthiness requirements are met;
- Has authority to require affiliated clubs to implement published airworthiness requirements;
- Has authority to prohibit unsafe or unauthorised maintenance practices affecting aircraft airworthiness.

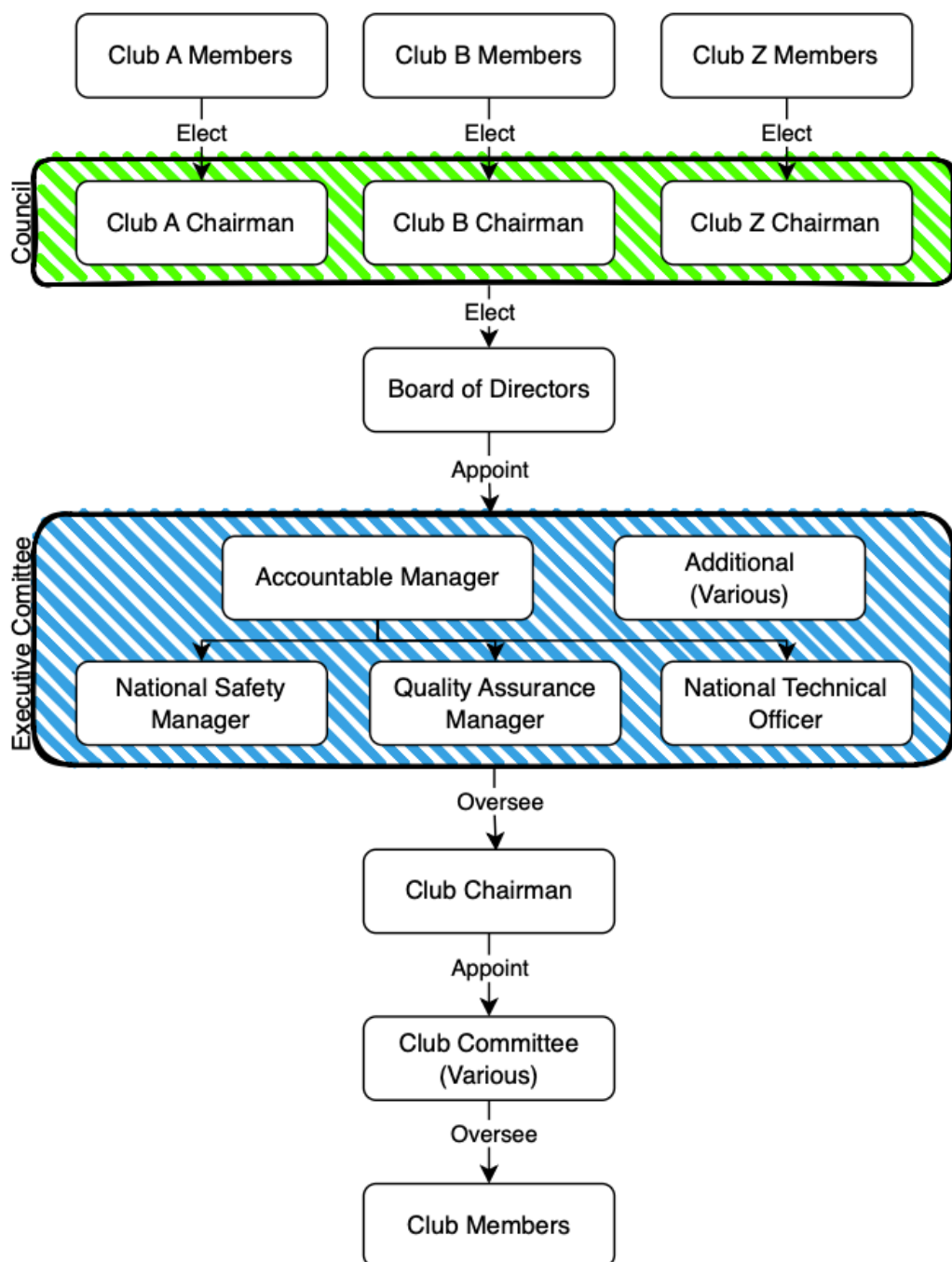
7.4.4 Additional

In the absence of the National Technical Officer, his or her duties, responsibilities, and authority shall be taken over by the ARO Accountable Manager and Compliance Officer.

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8. ORGANISATION CHART

SACATS 149.02.2. 1. (4)





9. LOCATIONS

SACATS 149.02.2. 1. (5)

As per the AIP ENR 5.5.



10. RESOURCES

The SSSA has resources available to all members and personnel to enable them to perform their responsibilities under the ARO effectively.

SACATS 149.02.2. 1. (6)

Locations and assets of club locations as identified in the audit.

Location	Resources	Activities
Main Base: Potchefstroom Airfield, Potchefstroom, NW, 2520	• Website • MyGlidingClub Portal • WhatsApp Groups • Member Data Bases • Accounting System • Computer hardware and software • Member files • Club Records • Clubhouse recreational facilities	SSSA Administration. SSSA Secretarial Function. SSSA Records Management SSSA Compliance Duties and responsibilities of elected SSSA club roles
All Clubs	• Website • MyGlidingClub Portal • WhatsApp Groups • Email • Member files • Club Records	Duties and responsibilities of elected SSSA club roles



11. AUTHORISATIONS OR DELEGATIONS GRANTED

SACATS 149.02.2. 1 (7)

SSSA does not hold any delegation or authorise any regulated activities.



12. QUALITY ASSURANCE SYSTEM

SACATS 149.02.2. 1 (8)(b) and SACATS 149.02.3. 1

Refer to ARO-MOP-Anexure-10-Quality-Assurance-Manual

13. CONTROL, AMEND AND DISTRIBUTION

Document control

Control copies of this manual will be kept as per the manual distribution table. All members and facilities will have access to this manual electronically.

Distribution and availability

The MOP will be maintained in electronic format, provided that all relevant persons have immediate access to the document.

The table below may be used as a register detailing its distribution.

Copy	Person Authority / Organization	Location
1	South African Civil Aviation Authority	Electronic
2	Soaring Society of South Africa	Electronic - SSSA website
3	Exco / Clubs / Members	Electronic - SSSA website

Issuing of amendments

Any amendment to the MOP will be approved by the SACAA before implementation by the ARO following the appropriate procedure. Amended versions of the manual are distributed electronically to all members.

Amendments within the manual will be highlighted in yellow to allow for ease of review, approval and change management.