



**The Microlight and Sport Aircraft Association  
of  
South Africa**

**MANUAL  
OF  
PROCEDURES**

**APPROVED**

24 JUL 2020

Neil de Lange  
Senior Manager: General Aviation  
SA Civil Aviation Authority



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**THE MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA***MISASA is a registered ARO in terms of Part 149 of the South African Civil Aviation Regulations*



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## INTRODUCTION

This Manual of Procedures has been compiled in accordance with Part 149 of the South African Civil Aviation Regulations and Technical Standards and sets out the operational procedures of the organisation which represents operators of NTCA aircraft up to and including 1663kg but excluding Gliders and Competition Aerobatic aircraft.

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

1. The South African Civil Aviation Regulation (SA-CAR)
2. The South African Civil Aviation Technical Standards (SA-CATS)

MISASA is an approved Aviation Recreation Organisation for Microlights and Sport Aircraft in South Africa in terms of Part 149 of the SA-CAR and is assigned the ARO number of 007.

MISASA members will be bound by this Manual of Procedure and the provisions of its Supporting Documents.

The term "MISASA", whenever used herein shall mean The Microlight and Sport Aircraft Association of South Africa.

The term "MISASA Management Committee" shall mean the duly elected members who form the management committee of MISASA.

Accountable Manager: 15 P.Pinifolia Street  
Dana Bay  
6510

Operational Office : 15 P.Pinifolia Street  
Dana Bay  
6510

Postal address : PO Box 10300  
Dana Bay  
6510

Telephone : 071 656 2027

Fax : 086 272 2027

Website : **[www.misasa.org](http://www.misasa.org)**

E-mail address : [admin@misasa.org](mailto:admin@misasa.org)  
[chairman@misasa.org](mailto:chairman@misasa.org)





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## CERTIFIED STATEMENT

This is to certify that I, **JOHN BOUCHER**, (Accountable Manager) of the **MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA** know and understand the contents of this manual of procedures and all other manuals and documents referenced in this manual of procedures which complies to Part 149 of SA-CAR and SA-CATS.

This **MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA** manual of procedures and its supporting documents contains a true and accurate reflection of our policies and procedures.

Signed at DANA BAY on this 30<sup>th</sup> day of March 2020

SIGNED :

DESIGNATION :

  
Accountable Manager

**THE MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA**

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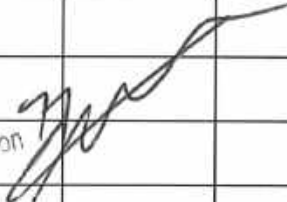
Revision Date: 30 March 2020

Revision 002





### AMENDMENT RECORD SHEET

Amendm ent No	Date	Effected by	Status	Amendme nt No.	Date	Effected by	Status
001	30 Nov 2018	R Kraidy	QAM				
002	30 March 2020	R Kraidy	QAM				
				<p><b>APPROVED</b>                      Neil de Lange                      Senior Manager: General Aviation                      SA Civil Aviation Authority</p>   24 JUL 2020			




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**LIST OF EFFECTIVE PAGES**

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Cover	30 March 2020	002			
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## MISSION STATEMENT

To maintain this membership association of pilots as an ARO, in terms of Part 149 of the South African Civil Aviation Regulation, representing operators of NTCA aircraft up to and including 1663kg but excluding Gliders and Competition Aerobatic aircraft.

To encourage and promote microlight and sport aviation in South Africa by, inter alia, organising flying events and competitions (if possible).

To assist members, make suggestions to members and give advice on aviation related activities of members and to apply disciplinary procedures where required as per this MISASA Manual of Procedures.

To carry out from time to time such other activities as may be agreed with the Director of the Civil Aviation Authority in terms of the Civil Aviation Act.

To advance and protect the interests of all members of MISASA.

To promote participation in events organised by MISASA.

To communicate relevant information to all members of MISASA.

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

**CHAIRMAN**

Name : JOHN BOUCHER  
Date : 30 November 2018

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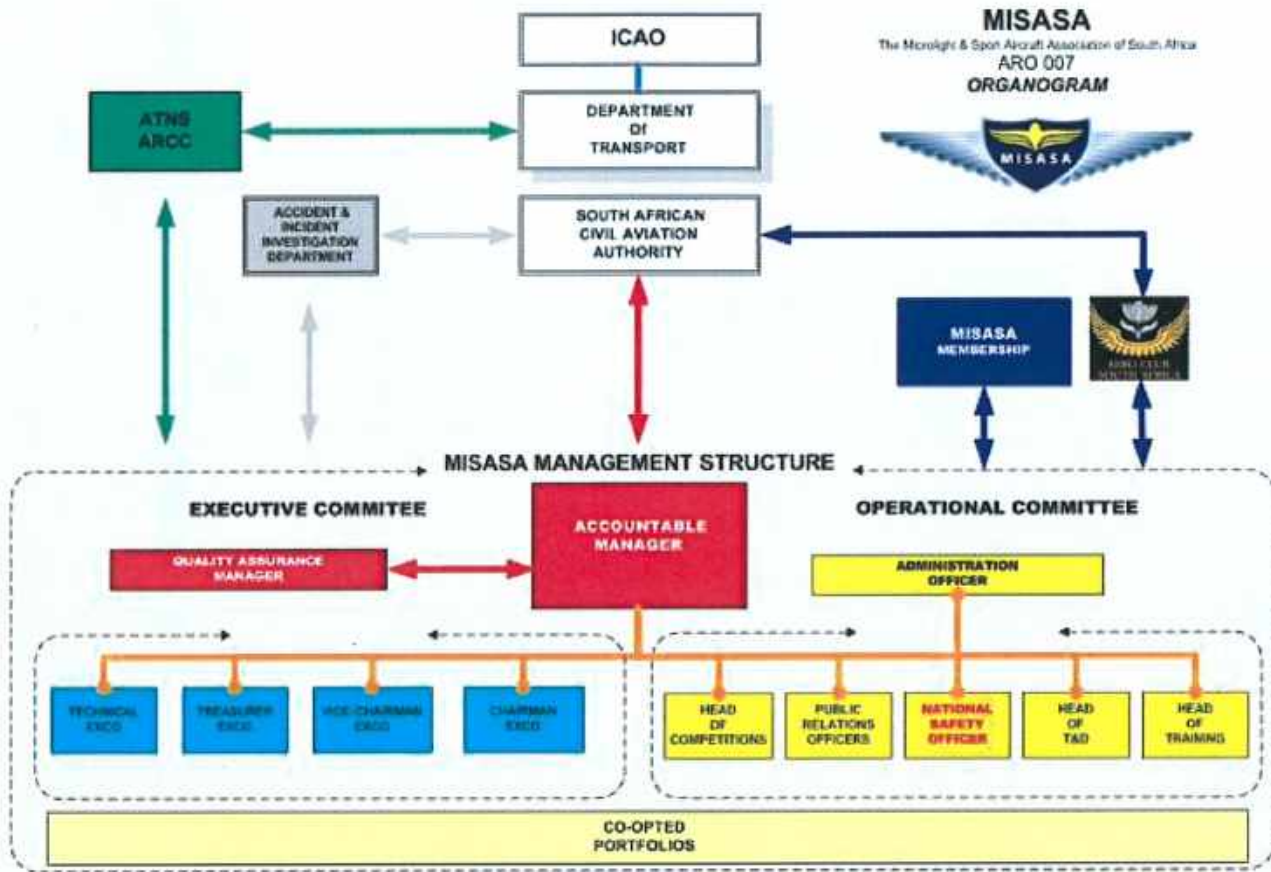


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# ORGANOGRAM



## THE MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA

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## SECTION 1: RULES

### 1.1 Membership

Membership requirements and details are contained in the Code of Conduct and other supporting documents.

### 1.2 Pilot licencing

1.2.1 As Per Part 62 and/or Part 61 of the SA-CAR and SA-CATS.

### 1.3 Flight Training Authorisation

1.3.1 As per Part 141 of the SA-CAR and SA-CATS.

### 1.4 Aircraft airworthiness

1.4.1 As per Parts 24 and 94 of the SA-CAR and SA-CATS.

### 1.5 Aircraft operation

1.5.1 As per Parts 24, 44, 91, and 94 of the SA-CAR and SA-CATS.

### 1.6 South African Civil Aviation Regulations and Technical Standards

1.6.1 South African Civil Aviation Regulations and their applicable Technical Standards shall be observed and complied with at all times by all members.

### 1.7 Type and Class Rating of: WCM, CCM, LSA and sport aircraft

#### 1.7.1 Definitions

1.7.1.1 As per Part 1 and Part 24 of the SA-CAR and SA-CATS.

#### 1.7.2 Type Rating

1.7.2.1 As per Part 61 and/or 62 of the SA-CAR and SA-CATS.

#### 1.7.3 Class Rating

1.7.3.1 As per Part 62 of the SA-CAR and SA-CATS.

### 1.8 Rules of the Air

1.8.1 As per Parts 91 and 94 of the SA-CAR and SA-CATS.

### 1.9 Instruction and Introduction

1.9.1 As per Parts 62 and 141 of the SA-CAR and SA-CATS.

### 1.10 Use of radio equipment

1.10.1 The minimum requirement is that the pilot is a holder of a restricted radio licence as per Parts 91 or 94 of the SA-CAR and SA-CATS and will abide by the requirements of the current Electronic Communications ACT.







## 1.11 Equipment

1.11.1 A person shall not operate a weight shift controlled microlight, conventionally controlled microlight, light sport aeroplane or sport aircraft unless it is equipped with the basic equipment as required by the class of airspace the flight will take place in.

## 1.12 Conduct

The manner in which members should conduct themselves is detailed in the Code of Conduct and other supporting documents.





## SECTION 2 : LICENCES – GENERAL

As per Part 62 or Part 61, as the case may be, of the SA-CAR and SA-CATS.

### 2.1 Medical Certificate

2.1.1 As per Part 67 of the SA-CAR and SA-CATS.

### 2.2 Age Limitations

2.2.1 As per Part 62 or Part 61, as the case may be, of the SA-CAR and SA-CATS.

### 2.3 New Licence Applications

2.3.1 As per Part 62 or Part 61, as the case may be, of the SA-CAR and SA-CATS.

### 2.4 Fees

2.4.1 As per Part 187 of the SA-CAR and SA-CATS.

### 2.5 Foreign Licence validations

2.5.1 As per Part 62 or Part 61, as the case may be, of the SA-CAR and SA-CATS.





## SECTION 3: LICENCE REQUIREMENTS

As per Part 62 or Part 61, as the case may be, of the SA-CAR and SA-CATS.



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## SECTION 4: LICENCE RENEWALS

As per Part 62 or Part 61, as the case may be, of the SA-CAR and SA-CATS.





## SECTION 5: PERSONNEL

MISASA is run by a Management Committee.

### 5.1 Elected Personnel

5.1.1 The personnel mentioned below are all elected positions which the members vote for at the Annual General Meeting.

5.1.2 Document MOP-DOC-002 contains the names and locations of the following elected personnel:

5.1.2.1 the Executive Committee:

- 5.1.2.1.1 A Chairman who is also the Accountable Manager
- 5.1.2.1.2 A Vice-Chairman
- 5.1.2.1.3 Treasurer
- 5.1.2.1.4 Head of Technical

5.1.2.2 the Operational Committee

- 5.1.2.2.1 National Safety Officer
- 5.1.2.2.2 Head of Training
- 5.1.2.2.3 Head of Competitions
- 5.1.2.2.4 Head of Transformation & Development Officer
- 5.1.2.2.5 Public Relations Officers
- 5.1.2.2.6 Administrative Officer (non-elective)

5.1.3 Any portfolio position on the Management Committee may, at the discretion of the Executive Committee, be shared by one or more persons.

5.1.4 The Executive Committee will appoint a qualified person to be the Quality Assurance Manager for the organisation.

5.1.5 The Executive Committee will appoint the administrative officer.

5.1.6 After election at the AGM, the Accountable Manager and the Quality Assurance Manager will be required to sign a Letter of Authorisation as per Document MOP-DOC-012 and MOP-DOC-013 respectively accepting their duties and responsibility. This document will be signed by the remaining members of the Executive Committee.

### 5.2 Requirements, duties and responsibilities of the personnel

#### 5.2.1 Chairman/Accountable Manager

##### 5.2.1.1 Requirements

- 5.2.1.1.1 Must have a general knowledge of the aviation sector falling under MISASA.
- 5.2.1.1.2 Must have held a pilot's licence
- 5.2.1.1.3 Must be willing to communicate with members.
- 5.2.1.1.4 Must have managerial skills – either a business owner or be in a managerial type position at his/her place of work.
- 5.2.1.1.5 Have an interest in recreation aviation or be involved in the aviation industry.
- 5.2.1.1.6 Must be contactable by cell phone and email.
- 5.2.1.1.7 Must have access to the internet





- 5.2.1.1.8 Must have served for at least two years on the MISASA committee

#### 5.2.1.2 Duties and Responsibilities

- 5.2.1.2.1 In all activities, seek to promote the goals of MISASA, and have the interests of MISASA and recreation flying in general at heart.
- 5.2.1.2.2 Must have unrestricted access to work performed or activities undertaken by all other persons contracted with MISASA or other persons rendering service to MISASA.
- 5.2.1.2.3 Is responsible for communication and liaison between MISASA and the SACAA.
- 5.2.1.2.4 Deals with all complaints addressed to MISASA either in person, or delegates to the appropriate portfolio/s and makes sure that the complaint has been dealt with satisfactorily.
- 5.2.1.2.5 Travel to all necessary events, meetings and locations in South Africa, in line with the aims and goals and to the benefit of the organization and all its members or arrange for a MISASA representative to attend in his/her stead.
- 5.2.1.2.6 Monitor any enforcement procedure should SACAA notify the ARO. On receipt of a successful enforcement matter the Accountable Manager will continue with the disciplinary procedure documented in this MOP.
- 5.2.1.2.7 Has full rights of consultation with any such person in MISASA in respect of such compliance by him or her;
- 5.2.1.2.8 Has the power to report directly to the management of MISASA on his or her investigations and consultations mentioned above.

#### 5.2.2 National Safety Officer

##### 5.2.2.1 Requirements

- 5.2.2.1.1 Has a valid pilot's licence
- 5.2.2.1.2 Must be contactable by cell phone and email
- 5.2.2.1.3 Must have access to the internet

##### 5.2.2.2 Duties and Responsibilities

- 5.2.2.2.1 Stays up to date on all developments in aviation safety, which falls under the scope of the ARO.
- 5.2.2.2.2 Gives appropriate safety feedback to its members.







- 5.2.2.2.3 Has direct access to the Accountable Manager.
- 5.2.2.2.4 To promote safety amongst all members

### 5.2.3 Head of Training

#### 5.2.3.1 Requirements

- 5.2.3.1.1 Must be a full-time A grade instructor.
- 5.2.3.1.2 Must be contactable by cell phone and email.
- 5.2.2.1.3 Must have access to the internet

#### 5.2.3.2 Duties and Responsibilities

- 5.2.3.2.1 Consult with SACAA on Part 141 issues
- 5.2.3.2.2 Improve training standards at Part 62 training organisations
- 5.2.3.2.3 Facilitate instructor seminars to discuss the standard of training methods at schools or any other training aspects
- 5.2.3.2.4 Liaise with SACAA in terms of SA-CAR Part 141 on training matters

### 5.2.4 Head of Technical

#### 5.2.4.1 Requirements

- 5.2.4.1.1 Must be an AP for a minimum of 5 years
- 5.2.4.1.2 Must be contactable by cell phone and email.
- 5.2.2.1.3 Must have access to the internet

#### 5.2.4.2 Duties and Responsibilities

- 5.2.4.2.1 To attend and represent MISASA at Approved Person Panel meetings
- 5.2.4.2.2 Communicate technical issues and changes in legislation with the members
- 5.2.4.2.3 Have an interest in regulatory matters regarding recreation aviation
- 5.2.4.2.4 Must facilitate technical approved person seminars to discuss the standard of technical training
- 5.2.4.2.5 Must liaise with the SACAA on technical matters
- 5.2.4.2.6 Update the manual of procedures of MISASA

### 5.2.5 Treasurer

#### 5.2.5.1 Requirements

- 5.2.5.1.1 Must have a financial background
- 5.2.5.1.2 Must have knowledge of accounting





- 5.2.5.1.3 Must be able to keep a full set of financials and draft financial statements annually
- 5.2.5.1.4 Must be contactable by cell phone and email.
- 5.2.5.1.5 Must have access to the internet

#### **5.2.5.2 Duties and Responsibilities**

- 5.2.5.2.1 Maintain an up to date set of financials, recording all transactions that have taken place during the financial year
- 5.2.5.2.2 Make payments of necessary accounts as agreed upon by the executive committee
- 5.2.5.2.3 Gather and collate event budgets if possible
- 5.2.5.2.4 Compile ARO budget report for the following financial year if possible
- 5.2.5.2.5 Exercise proper, legal and appropriate financial responsibility in all dealings with, or on behalf of, MISASA through maintaining accurate financial accounts and an asset register.

### **5.2.6 Quality Assurance Manager**

#### **5.2.6.1 Requirements**

- 5.2.6.1.1 Must hold a Quality Auditor's certificate
- 5.2.6.1.2 Must be in aviation for at least 5 years
- 5.2.6.1.3 Must be contactable by cell phone and email.
- 5.2.6.1.4 Must have access to the internet

#### **5.2.6.2 Duties and Responsibilities**

- 5.2.6.2.1 Has direct access to the Accountable Manager on all matters affecting the organisation and shall have unrestricted access to activities undertaken by all committee members of this organisation
- 5.2.6.2.2 Has the authority to control and implement any quality assurance matter
- 5.2.6.2.3 Shall verify that any standards established by the ARO and additional requirements of the Director are adhered to
- 5.2.6.2.4 Shall be responsible for ensuring that the quality assurance system is properly implemented, maintained, reviewed and improved







- 5.2.6.2.5 Monitor the ARO status and make application at least **sixty days** before expiry date of such approval for the issuing of an organisation approval, or an amendment thereof to the Director for Civil Aviation and be accompanied by the appropriate fee as prescribed in Part 187 of the SA-CAR. The MOP and/or MOP amendment shall be submitted for approval to the Director for Civil Aviation
- 5.2.6.2.6 Conduct internal reviews
- 5.2.6.2.7 Monitor the Quality Assurance System
- 5.2.6.2.8 Shall make sure that the organisation has one approved complete current copy of the MOP and that it is available to all committee members to enable them to carry out their duties and responsibilities and to assure that compliance is met
- 5.2.6.2.9 Shall make sure that the MOP is reviewed at least once a year to ensure regulatory compliance

### 5.3 Locations of Members and Personnel

- 5.3.1 Details of the locations of all elected/co-opted personnel including the Accountable Manager and the Quality Assurance Manager and where they are to exercise their functions is contained in Document MOP-DOC-002.
- 5.3.2 MISASA does not have locations where members operate as members, they are individual pilots and can operate on their own at any airfield, airport or farm strip without the requirement for the ARO to have any resources at these locations. The location of our members is as per the member list which the ARO operates using the Bluebox online system.

### 5.4 Resources

#### 5.4.1 Personnel

All elected/co-opted personnel are to have access to a cell phone, a computer and an internet connection.

The Accountable Manager and Quality Assurance Manager need to have the above as a minimum to perform their duties and responsibilities mentioned above.

### 5.5 Organisation Resources

A list of assets held by the organisation is detailed in Document MOP-DOC-0010.







## SECTION 6: ACCIDENT REPORTING

All members are required to report accidents and incidents as per Part 12 of the SA-CAR. As a courtesy, members are requested to notify the ARO Chairman or the National Safety Officer. This would assist the ARO with accident and incident analysis. This is for the benefit of all members.





## SECTION 7: COMMUNICATION WITHIN MISASA

### 7.1 Membership communications

#### 7.1.1 E-mail

E-mail will be the main form of communication to members.

#### 7.1.2 Internet

MISASA encourages all members to monitor the official MISASA website page at [www.misasa.org](http://www.misasa.org) where relevant industry related bulletins and communications will be posted. The MISASA Facebook page will also form part of the social media communication platform with its members.

Relevant regulatory changes and information is primarily available on the SACAA website at [www.caa.co.za](http://www.caa.co.za).

#### 7.1.3 Distribution of important information

The approved Manual of Procedure, Code of Conduct, Quality Assurance System and any other important and regulatory documentation shall be published for download on the MISASA official Website or be available on request.

### 7.2 Instructor, Approved Person and ATO communications

#### 7.2.1 E-mail

Email is the preferred method of communication with Instructors, Schools and Approved Persons, who will be notified of relevant information. Instructors or Approved Persons who do not have email will have to make special arrangements with the Administration Officer to get the information in another format.

### 7.3 Committee communication

#### 7.3.1 Google Group (MISASACOM)

The bulk of committee communication and discussions will be done via the Google Group [MISASACOM@googlegroups.com](mailto:MISASACOM@googlegroups.com). The forum is an access controlled private group. The office bearers will have access to the group. Urgent matters to be discussed by the MISASA Committee closed WhatsApp group.

#### 7.3.2 Dropbox filing system

All files will be retained in digital format (PDF,DOC,XLS etc) in shared files on the MISASA Dropbox filing system. Backups of this filing system will be synchronised in the cloud.





### 7.3.3 Committee meetings

7.3.3.1 Committee meetings will be convened at least 4 times per year or as the need arises. The committee meetings will take place at an appropriate venue or alternatively via an appropriate electronic medium e.g. WhatsApp group, Skype, MS-Teams, Zoom.

7.3.3.2 A digital recording will be taken at all "in person" Committee meetings and will be transcribed into minutes and distributed to the committee. Minutes will be approved at the following Committee meeting.

7.3.3.3 Minutes will be available for members on request.

7.3.3.4 Important information will be distributed to the membership.

7.3.3.5 Portfolio reports to be submitted one week prior to the date of the committee meeting prior to the AGM for perusal by the Committee members.





## SECTION 8: SCHOOLS AND TRAINING

8.1 As per Part 141 of the SA-CAR and SA-CATS.







## SECTION 9: DISCIPLINARY PROCEDURE

It is the responsibility of every MISASA member to adhere to all the regulations as specified in the SA-CAR, SA-CATS, this Manual of Procedures, Code of Conduct and the provisions contained in the MISASA supporting documents.

All Committee members of MISASA will use all possible means to oversee and motivate the members. Ultimately all pilots are responsible for themselves, their aircraft, their passengers, other people or property. The role of MISASA is to motivate its members to take responsibility by means of a communication and information support system.

### 9.1 Reporting of breach of SA-CAR and SA-CATS

- 9.1.1 The following procedure is to be followed when carrying out disciplinary actions against members of the organisation for contravention of SA-CAR and SA-CATS.
- 9.1.2 MISASA is to play a supportive role in the investigation led by SACAA.
- 9.1.3 Any transgressions against the regulations, technical standards and/or illegal activities that may be brought to MISASA's attention or be reported to MISASA, will be handed over to the SACAA or SAPS, as the case may be.
- 9.1.4 MISASA is NOT AUTHORISED to suspend or revoke any pilot licences or ATFs.
- 9.1.5 Persons who are not members of MISASA and who have transgressed in terms of the SA-CAR or SA-CATS will be immediately reported to the SACAA for due process.

### 9.2 Governing regulations

The procedures are governed by the SA-CAR and SA-CATS and the penalties and regulation infringements will be as per Part 185 of the SA-CAR.

### 9.3 Record keeping

MISASA will keep records of all infringements reported to SACAA for a period of 5 years.

### 9.4 Reportable offences

Examples of offences that can be handed over to the SACAA for immediate action but not limited to are inter alia, a person who:

- 9.4.1 Hinders any inspection by an authorised person.
- 9.4.2 Provides false information to an authorised person.
- 9.4.3 Prevents any person from performing his duty or exercising their privileges.
- 9.4.4 Operates or authorises the operation of any aircraft which is not airworthy or does not have a valid ATF.
- 9.4.5 Operates or authorises the operation of any aircraft without a valid licence or valid medical.
- 9.4.6 Acts in any way to affect the airworthiness of an aircraft.
- 9.4.7 Acts in any way to affect the safety of any person.
- 9.4.8 Operates an aircraft without the necessary licence or who has obtained a licence in a fraudulent manner.





## 9.5 Disciplinary action

Disciplinary action will be taken by SACAA should they deem fit to do so.





## SECTION 10: SPECIAL AIR EVENTS

10.1 Special air events will be conducted using the South African Special Air Events MOP as amended from time to time. Permanent MISASA events will have their own MOPs and will be contained in the following documents:

10.1.1	The Trike Pylon Time Trial –	MOP-DOC-006
10.1.2	The Africa Cup hosted at Numbi, Hazyview –	MOP-DOC-007
10.1.3	The MAD Display Team –	MOP-DOC-008







## SECTION 11: COMPETITIONS

- 11.1 Competitions will be conducted using the Competitions Manual of Procedure contained in Document MOP-DOC-009.
- 11.2 MISASA members may participate in the navigation or speed rallies organised by SAPFA under their approved competitions MOP.





## SECTION 12: ADMINISTRATION

### 12.1 MOP Amendment Procedure

Amendments to this Manual may only be approved by the MISASA Executive Committee, and details of any changes shall be notified, as soon as may be practicable, to the South African Civil Aviation Authority. The procedure to follow will be as follows:

- 12.1.1 Any suggestions from a committee member or member needs to be addressed to the Quality Assurance Manager.
- 12.1.2 The amendment will be prepared and put into a Dropbox folder for the Executive Committee members to peruse, discuss and approve or reject.
- 12.1.3 The amendment will be discussed and if approved the MOP amendment will be prepared.
- 12.1.4 The proposed amendment will be signed off by all members of the Executive Committee using MOP-DOC-011.
- 12.1.5 The amended pages will be sent to the SACAA for approval.
- 12.1.6 On receipt of the approved pages from the SACAA, the MOP will be updated with these approved pages.
- 12.1.7 The new approved copy of the MOP will be put onto the website.

### 12.2 Document Amendment Procedure

#### 12.2.1 Quality Assurance Documents

- 12.2.1.1 Quality assurance documents used as checklists for the quality assurance system can be amended by the Quality Assurance Manager as required without approval by the Accountable Manager.
- 12.2.1.2 Amendments to the Quality Assurance System need to be proposed to the Accountable Manager for approval and signed off using document MOP-DOC-011.

#### 12.2.2 MOP operational documents

Approval for amendments to these documents will follow the process as per paragraphs 12.1.1 to 12.1.4.





## SECTION 13: QUALITY MANAGEMENT

Quality management of ARO will be conducted using Quality Assurance System manual as contained in Document MOP-DOC-005.







## NOTES: SUPPORTING DOCUMENT LIST REFERENCE

1. MOP	<i>MOP-DOC-001</i>
2. LIST OF PERSONNEL	<i>MOP-DOC-002</i>
3. CONSTITUTION	<i>MOP-DOC-003</i>
4. CODE OF CONDUCT	<i>MOP-DOC-004</i>
5. QAS	<i>MOP-DOC-005</i>
6. KLIPRIVER TRIKE PYLON	<i>MOP-DOC-006</i>
7. NUMBI AFRICA CUP	<i>MOP-DOC-007</i>
8. MAD DISPLAY TEAM	<i>MOP-DOC-008</i>
9. COMPETITIONS	<i>MOP-DOC-009</i>
10. LIST OF ASSETS	<i>MOP-DOC-010</i>
11. MOP AMMENDMENT PROCEDURE	<i>MOP-DOC-011</i>
12. AUTHORISATION ACCOUNTABLE OFFICER	<i>MOP-DOC-012</i>
13. AUTHORISATION QUALITY ASSURANCE	<i>MOP-DOC-013</i>
14. AUDITING SYSTEM	<i>QAS-DOC-001</i>

