



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

# **MANUAL OF PROCEDURES**

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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*

ARO 007

Revision 001/2018 Date 30-11-2018



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## INTRODUCTION

This Manual of Procedures has been compiled in accordance with the South African Civil Aviation Regulations and Technical Standards Part 149 and sets out the particular aspects relating to the control and regulation of flying sport aircraft in South Africa up to a weight of 1663kg which will include weight shift and conventionally controlled microlights, light sport aircraft and aircraft up to a weight of 1663kg but excluding GLIDERS, TOURING MOTOR GLIDERS and COMPETITION AEROBATIC AIRCRAFT.

It 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) of the South African Civil Aviation Authority (SACAA).
3. The Constitution of the Microlight and Sport Aircraft Association of South Africa(MISASA)

It confirms MISASA to be an approved aviation recreation organisation for Microlights and Sport Aircraft in SOUTH AFRICA under the regulations as set in Part 149 of the SA-SA-CAR

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

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.

Amendments to this Manual may only be approved by the MISASA Executive Committee, and details of changes shall be notified, as soon as may be practicable, to the Recreation Aviation Administration of South Africa

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

E-mail address : admin@misasa.org or chairman@misasa.org

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## Information contained in this manual of procedure

This manual complies with CAR 149.02.2(b), which contains reference, to the following:-

- (1) A statement signed by the Accountable Manager on behalf of the applicant's organisation confirming that the manual of procedure and any included manuals –
  - (a) define the organisation and demonstrate its means and methods for ensuring on-going compliance with Part 149; and
  - (b) will be complied with at all times. **Ref Page 8**
- (2) The titles and names of the personnel required by CAR 149.02.4. **Annexure A, Personnel**
- (3) The duties and responsibilities of the personnel specified in CAR 149.02.4 including matters for which they have responsibility to deal directly with the Commissioner on behalf of the organisation. **Ref Pages 16-19**
- (4) An organisation chart showing lines of responsibility of the personnel specified in CAR 149.02.4 and extending to each location listed under subparagraph (5). **Ref Page 12**
- (5) Details of those locations where members or personnel of the organisation are to exercise functions or powers delegated by the Commissioner. **N/A**
- (6) A summary of the resources at and the scope of activity to be conducted at each location listed under subparagraph (5). **N/A**
- (7) Details of the organisation's procedure for recording which of its members and personnel hold authorisations granted by the organisation or delegations of the Commissioner's functions or powers, or both, including the extent and scope of those authorisations and delegations. **Ref Pages 16-19**
- (8) Details of the procedures required by –
  - (a) CAR 149.02.4 regarding the competence of personnel; **Ref Pages 16-19**
  - (b) CAR 149.02.3 regarding quality control of the organisation. **Ref Annexure D, QMS**
- (9) Procedures to control, amend and distribute the manual of procedure. **Ref 7.1.3**

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## CERTIFIED STATEMENT

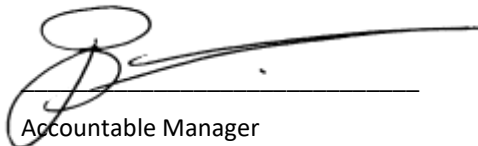
This is to certify that I, **JOHN BOUCHER**, (Accountable Manager) of the **MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA** know and understand the contents of this manual of procedures and all other manuals and documents referenced in this manual of procedures comply in accordance with document SA-CATS Part 149 (South African Civil Aviation Regulations).

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

Signed at DANA BAY on this 30<sup>th</sup> day of November 2018

SIGNED :

DESIGNATION :

  
Accountable Manager

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## AMENDMENT RECORD SHEET

Amendment No	Date	Effected by	Status	Amendment No.	Date	Effected by	Status
001/2018	30 November 2018	R Kraidy	Technical				

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Table of contents	30 November 2018	1			
Introduction	30 November 2018	1			
Certified Statement	30 November 2018	1			
Amendment record	30 November 2018	1			
List of Effective Pages	30 November 2018	1			
Mission Statement	30 November 2018	1			
Page 12-25	30 November 2018	1			
Annexure A	30 November 2018	1			
Annexure B	30 November 2018	1			
Annexure C	30 November 2018	1			
Annexure D	30 November 2018	1			
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Annexure G	30 November 2018	1			
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## MISSION STATEMENT

To maintain this association of pilots as an ARO, in terms of Part 149 of the South African Civil Aviation Regulations, representing pilots of weight shift microlights, conventionally controlled microlights and sport aircraft.

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

To suggest, advise upon and oversee the aviation related activities of members and to apply disciplinary procedures where required as per 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 or relevant regulatory authority designated 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 offer advice to the 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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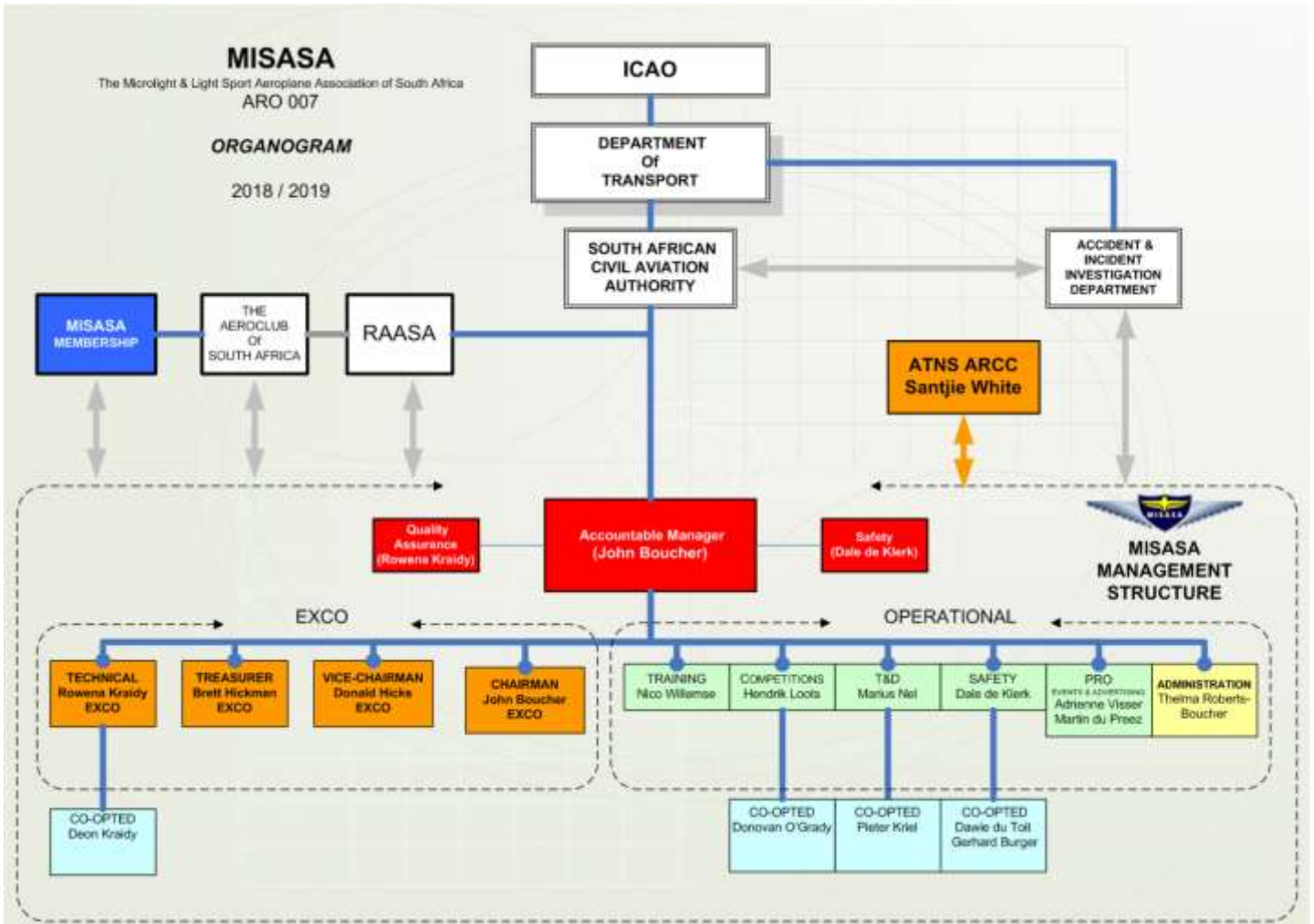
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# ORGANOGRAM



## THE MICROLIGHT AND SPORT AIRCRAFT ASSOCIATION OF SOUTH AFRICA

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## SECTION 1: RULES

### 1.1 Membership

- 1.1.1 Operators of non-type certified aircraft in the categories WCM, CCM and LSA will be required to be members of an aviation recreation organisation as per regulation 94.06.01.
- 1.1.2 Membership is renewable annually. Should MISASA enter into a bilateral agreement with and become a valid section of the Aero Club of South Africa, then members of MISASA will also have to be members of the Aero Club of South Africa. All members will abide by MISASA's Constitution and Code of Conduct.

### 1.2 Pilot licencing

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

### 1.3 Flight Training Authorisation

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

### 1.4 Aircraft airworthiness

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

### 1.5 Aircraft operation

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

### 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

Weight Shift Controlled Microlights  
Conventionally Controlled Microlights  
Light Sport Aeroplanes

#### 1.7.1 Definitions

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

#### 1.7.2 Type Rating

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

#### 1.7.3 Class Rating

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

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## **1.8 Rules of the Air**

1.8.1 As per Parts 91 and 944 of the SA-CAR.

## **1.9 Instruction and Introduction**

1.9.1 As per Part 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 Part 91 or 94 of the SA-CAR 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 and light sport aeroplane unless it is equipped with the basic equipment as required by the class of airspace the flight will take place in.

## **1.12 Conduct**

1.12.1 Members shall conduct themselves in a manner that will not bring the sport or the organisation into disrepute.

1.12.2 Members shall not make a nuisance of themselves and comply with the provisions of regulation 91 and 94 (Rules of the Air) Members shall not cause harm to the sport of aviation in any way.

1.12.3 All paid up members agree to abide and comply with the MISASA Constitution Annexure B and the Code of Conduct (Annexure C)



## **SECTION 2 : LICENCES – GENERAL**

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

### **2.1 Medical Certificate**

2.1.1 As per Part 67 of the SA-CAR.

### **2.2 Age Limitations**

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

### **2.3 New Licence Applications**

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

### **2.4 Fees**

2.4.1 As per Part 187 of the SA-CAR.

### **2.5 Foreign Licence validations**

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



## **SECTION 3: LICENCE REQUIREMENTS**

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

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## **SECTION 4: LICENCE RENEWALS**

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

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## 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 Annexure A contains the Names of the following elected personnel:

5.1.2.1 the Executive Committee:

- 5.1.2.1.1 A Chairman who is also the Accountable Officer
- 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

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

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

#### 5.2.1 Chairman

##### 5.2.1.1 Requirements

- 5.2.1.1.1 Must have a general knowledge of the aviation sector falling under MISASA. Must have held a pilot's licence
- 5.2.1.1.2 Must have good people skills
- 5.2.1.1.3 Must have good managerial skills
- 5.2.1.1.4 Must be well versed in aviation related topics
- 5.2.1.1.5 Must have access to the internet and e-mail
- 5.2.1.1.6 Must have served for at least two years on the MISASA committee.
- 5.2.1.1.7 Has a cell phone on which he must be available at all normal business hours, and after hours for emergencies

##### 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.

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- 5.2.1.2.2 Must have unrestricted access to work performed or activities undertaken by all other persons such as employees of, and other persons rendering service under contract with, MISASA.
- 5.2.1.2.3 To maintain and is in charge of communication between MISASA and the Designated Body in terms of SA-CAR Part 149 and 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 Monitors any suspensions or disciplinary procedures.
- 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 order cessation of any activity where such compliance is not effected;
- 5.2.1.2.9 Has a duty to establish liaison mechanisms with the Director with a view to ascertain correct manners of compliance with the said requirements, and interpretations of such requirements by the Director, and to facilitate liaison between the Director, the Designated Body in terms of SA-CAR Part 149 and MISASA; and
- 5.2.1.2.10 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 Seeks to promote the goals of MISASA, and have the interests of MISASA and recreation flying in general at heart.
- 5.2.2.1.2 Has a valid pilot's licence
- 5.2.2.1.3 Has the desire to promote safety amongst all recreation aviation pilots
- 5.2.2.1.4 Has access to Internet and e-mail
- 5.2.2.1.5 Has a cell phone on which he is available at all normal business hours, and after hours for emergencies

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## **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 Chairman.

## **5.2.3 Head of Training**

### **5.2.3.1 Requirements**

- 5.2.3.1.1 Must be an A grade instructor who is a full time instructor.

### **5.2.3.2 Duties and Responsibilities**

- 5.2.3.2.1 Consult with SACAA or the Designated Body in terms of SA-CAR Part 149 on examination issues
- 5.2.3.2.2 Improve training standards at schools
- 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 or the Designated Body in terms of SA-CAR Part 149 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

### **5.2.4.2 Duties and Responsibilities**

- 5.2.4.2.1 To attend technical committee meetings
- 5.2.4.2.2 Communicate technical issues and changes in legislation with the members
- 5.2.4.2.3 Must be well versed with regulatory matters
- 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 Designated Body in terms of SA-CAR Part 149 or SACAA on technical matters
- 5.2.4.2.6 Update the manual of procedures of MISASA
- 5.2.4.2.7 Monitor the ARO status

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## 5.2.5 Treasurer

### 5.2.5.1 Requirements

- 5.2.5.1.1 Must have a good financial background
- 5.2.5.1.2 Must have a sound knowledge of bookkeeping
- 5.2.5.1.3 Must be able to keep a full set of books and draft financial statements annually

### 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 portfolio budgets
- 5.2.5.2.4 Compile ARO budget report for the following financial year
- 5.2.5.2.5 Exercise proper, legal and appropriate financial responsibility in all dealings with, or on behalf of, MISASA through maintaining accurate accounts and asset registers.



## **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.

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## **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 all necessary bulletins and communications will be posted. The MISASA Facebook page will also form part of the social media communication with its members.

Relevant regulatory changes and information is also available on the Designated Body in terms of SA-CAR Part 149 and SACAA website [www.caa.co.za](http://www.caa.co.za).

#### **7.1.3 Distribution of important information**

This Manual of Procedure, Code of Conduct, Quality Management System and any other important and regulatory documentation shall be published for download on the MISASA official Website. Copies of the documentation are also available for hard copy inspection at MISASA registered office.

### **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 Yahoo group (MISASACOM)**

The bulk of committee communication and discussions will be done via the yahoo group [misasaCOM@yahoo.com](mailto:misasaCOM@yahoo.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 Whatsapp group.

#### **7.3.2 Management Committee meetings**

7.3.2.1 Committee meetings will be convened at least 4 times per year. The Management Committee meetings will take place at an appropriate venue to be decided by the

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Executive Committee prior to the meeting. Meetings can be conducted in person or via electronic media.

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

7.3.2.3 Minutes will be available for members on request.

7.3.2.4 Important information will be distributed to the membership.

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

7.3.2.6 Agenda items will be communicated via the Management Committee Whatsapp group.

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## **SECTION 8: SCHOOLS AND TRAINING**

8.1 As per Part 141 of the SA-CAR

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## SECTION 9: DISCIPLINARY PROCEDURE

It is the responsibility of every MISASA member to adhere to all the rules and regulations as specified in the SA-CAR, SA-CATS, this manual of procedures and the MISASA constitution (Annexure B) and the Code of Conduct (Annexure C). All Executive 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 rules and regulations

- 9.1.1 The following procedure is to be followed when carrying out disciplinary actions against members of the organisation for contravention of the rules and regulations laid down in this Manual of Procedures and/or the MISASA Constitution (Annexure B) and/or the Code of Conduct (Annexure C).
- 9.1.2 MISASA's role is to investigate and hold hearings and determine a route of action in the case of ethical and Code of Conduct transgressions, i.e. in the event of a suspension this shall be done against the person's membership. The Designated Body in terms of SA-CAR Part 149 and/or SCAA shall be informed of the decision including all evidence and minutes of the hearing. The Designated Body in terms of SA-CAR Part 149 and/or SACAA may decide to take further action against a person's licence or rating or an aircraft's ATF.
- 9.1.3 Any transgressions against the regulations and or illegal activities shall be reported to the Designated Body in terms of SA-CAR Part 149 who will deal with the matter and in turn report this to the SACAA or SAP if required.
- 9.1.4 MISASA may not suspend or revoke any pilot licences or ATF's.
- 9.1.5 All hearings and disciplinary actions should be done in accordance with PAJA (Promotion of Administrative Justice Act) and all correspondence, meetings and hearings will be minuted.
- 9.1.6 Persons who are not members of the ARO who have transgressed in terms of the SA-CAR will be immediately reported to the Designated Body in terms of SA-CAR Part 149 and/or SACAA for due process.
- 9.1.7 Reporting will occur as follows:
  - 9.1.7.1 A written and signed complaint shall be received by the Executive Committee of MISASA within three months of the alleged infringement having taken place for MISASA to investigate and decide whether disciplinary proceedings should be implemented.
  - 9.1.7.2 The Chairman, after consultation with the executive committee shall determine the meetings, appoint members to serve on an *ad hoc* disciplinary committee, (should one be required), to investigate the matter and be convinced by the evidence available that an infringement of the rules and regulations did take place.
  - 9.1.7.3 For any violation, at the discretion of the MISASA Executive Committee, a verbal warning can be given followed by a written warning, if necessary, or if the infringement warrants, hand them immediately over to the Designated Body in terms of SA-CAR Part 149 and/or SACAA.

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If there is continued infringement then written notification of a Formal Disciplinary Hearing shall be sent to the alleged offender via email or registered letter, giving at least 14 days' notice of the time, date, venue of the hearing and the charge.

- 9.1.7.4 The MISASA executive committee will appoint a person to chair the disciplinary hearing.
- 9.1.7.5 A formal disciplinary hearing is to be held where the charges are described and the defendant is given the opportunity to offer a defence. The defendant is responsible for their own cost to attend the hearing.
- 9.1.7.6 All meetings shall keep records of proceedings.
- 9.1.7.7 If, after weighing up all the evidence and considering mitigating factors, the Chairman of the disciplinary hearing shall pass its findings to the Executive Committee for ratification and if the defendant is found guilty, then an appropriate penalty will be applied.
- 9.1.7.8 The Executive Committee shall hand its final decision on the matter to the relevant authority should further action of a regulatory nature be required.
- 9.1.7.9 Should the defendant wish to take the matter further then, upon receipt of a written request from the defendant, within 7 days of the hearing, the MISASA Executive Committee will review the case and make a final decision. The defendant may further appeal to the Designated Body in terms of SA-CAR Part 149 and/or SACAA for review of the decision should it have been handed over to the Designated Body in terms of SA-CAR Part 149 and/or SACAA.
- 9.1.7.10 The severity of the disciplinary action taken, should take into account the seriousness of the offence, the consequences of the action, the defendant's past offences and the circumstances under which the offence took place.
- 9.1.7.11 Should the defendant not attend the formal hearing and not offer a valid excuse for his failure to appear, a decision will be handed down by the Chairman of the hearing. After review of the decision by the MISASA Executive Committee, in the absence of the defendant, it will be decided whether to make the decision binding on the defendant.

## 9.2 Governing regulations

The procedures are governed by the SA-CAR, SA-CATS and MISASA MOP and the penalties and regulation infringements will be as per Part 185 of the Civil Aviation Regulations.

## 9.3 Record keeping

MISASA will keep records of all infringements, hearings and rulings for a period of 2 years unless a gross violation or a part 185 prosecution has taken place, where this will remain upon the pilot's record with the relevant authority.

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## 9.4 Reportable offences

Examples of offences that can be handed over to the Designated Body in terms of SA-CAR Part 149 and/or SACAA for immediate action 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 enjoying his 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.
- 9.4.9 Who wilfully does damage to 3<sup>rd</sup> party property or ignores rules pertaining to 3<sup>rd</sup> party property.

## 9.5 Disciplinary action

Disciplinary action by MISASA should be consistent and follow the following format:

**9.5.1 First offence:** verbal warning.

**9.5.2 Second offence or non-compliance with the verbal warning:** written warning via email or in the case that a member/non-member has no email address, a posted letter by means of registered mail.

**9.5.3 Third offence or a Gross Violation:** final written warning with immediate handover to the Designated Body in terms of SA-CAR Part 149 and/or SACAA for application of part 185 regulations with up to one year suspension of membership.

## 9.6 Continuing violations

Should any member or non-member continue to contravene the rules and regulations and fail to respond to disciplinary action, then the executive committee shall report the matter to the Designated Body in terms of SA-CAR Part 149 and/or SACAA for further action.

## 9.7 Penalties

Should any member or non-member commit offences as detailed in 9.4 of this MOP, MISASA will hand over the member or non-member to the Designated Body in terms of SA-CAR Part 149 and/or SACAA immediately to be dealt with under part 185 of the SA-CAR.

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## **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 attached hereto as the following annexures:

- 10.1.1 The Trike Pylon Time Trial – Annexure E
- 10.1.2 The Africa Cup hosted at Numbi, Hazyview – Annexure F
- 10.1.3 The M.A.D Display Team – Annexure G

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## **SECTION 11: COMPETITIONS**

- 11.1 Competitions will be conducted using the Competitions Manual of Procedure attached hereto marked Annexure "H".
- 11.2 MISASA members may participate in the navigation rallies organised by SAPFA under their approved competitions MOP.

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## ANNEXURE A: List of Personnel

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# **ANNEXURE B : Constitution**

## **Constitution of the Microlight and Sport Aircraft Association of South Africa An Aviation Recreation Organisation**

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# **ANNEXURE C: Code of Conduct**

## **Code of Conduct**

**of the**

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

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# **ANNEXURE D: Quality Management System**

## **Quality Management System**

**of the**

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# **ANNEXURE E: Microlight Trike Pylon Time Trial**

**Microlight Trike Pylon Time Trial**

**of the**

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

**Held at Klip River Airfield**

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# **ANNEXURE F: Numbi Africa Cup**

**Competitions**

**of the**

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**(To be developed)**

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# **ANNEXURE G: M.A.D. Display Team**

**MISASA AERIAL DISPLAY Team**

**of the**

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# **ANNEXURE G: Competitions**

**Competitions**

**of the**

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