SPORT AEROBATIC CLUB OF SOUTH AFRICA

IN ACCORDANCE WITH PART 149 OF THE SOUTH AFRICAN CIVIL AVIATION REGULATIONS, 2011 AS AMENDED

ARO APPROVAL NUMBER SACAA / ARO: 002

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Revision 5

1. DETAILS AND APPROVAL

Title of Manual: **Revision and Amendment Number:** **Effective Date:**	MANUAL OF PROCEDURES Revision number: 5 23 September 2026

PROCESS	NAME	SIGNATURE	DATE
Prepared By	**QUINTIN HAWTHORNE**		**23 September 2026**
Reviewed by the Accountable Manager and Compliance Officer	**WARREN EVA** **INGMAR BEZUIDENHOUT**		**23 September 2026**
Approved by the South African Civil Aviation Authority	N de Lange SM:GAD		12 October 2026

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Sport Aerobatic Club of South Africa

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Addendum 1 – Quality Control checklist

Addendum 2 – Emergency Response Plan

3. AMENDMENT RECORD

AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
Issue 1	24 September 2019	Initial issue	
Revision 1	13 June 2020	Adopt the suggested MOP layout; Revision of Location of Operation.	Quintin Hawthorne
Revision 2	19 July 2021	Change of Responsible Persons	Quintin Hawthorne
Revision 3	7 July 2022	Revised MOP template	Quintin Hawthorne
Revision 4	27 June 2023	Change of Responsible Persons	Quintin Hawthorne
Revision 5	23 September 2026	Remove Addendum 3 Remove reference to Aerobatic Ratings	Quintin Hawthorne

4. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
Front Page	Revision 1 Revision 5	13 June 2020 23 Sept 2026	Page 13		24 Sept 2019
Page 2	Change of Officers Revision 2 Revision 3 Revision 4 Revision 5	19 July 2021 7 July 2022 27 June 2023 23 Sept 2026	Page 14	Organisation Chart Revision 1 Revision 2 Revision 3 Revision 4	24 Sept 2019 13 June 2020 19 July 2022 7 July 2022 27 June 2023
Page 3	Table of Contents Revision 5	24 Sept 2019 23 Sept 2026	Page 15	Location and areas of operation Revision 1 Revision 4	24 Sept 2019 13 June 2020 27 June 2023
Page 4	Table of Contents cont'd Revision 5	24 Sept 2019 23 Sept 2026	Page 16	Revision 2	19 July 2021
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	Revision 4 Revision 5	27 June 2023 23 Sept 2026	Page 20		24 Sept 2019
Page 8		24 Sept 2019	Page 21		24 Sept 2019
Page 9		24 Sept 2019	Page 22	List of Abbreviations. Revision 5	19 July 2021 23 Sept 2026
Page 10	Revision 3 Para 6.4	24 Sept 2019 7 July 2022	Addendum 1	Revision2 Constitution Rev 5-Removed, replaced by Quality Control Checklist	19 July 2021 23 Sept 2026
Page 11		24 Sept 2019	Addendum 2	Revision2 Change SAC Procedures. Revision 5 – Removed, changed to reflect Emergency Response Plan	19 July 2021 23 Sept 2026
Page 12		24 Sept 2019	Addendum 3	Aerobatic Ratings. Revision 5 - Removed	24 Sept 2019 23 Sept 2026
			Addendum 4	Quality Control Checklist Revision 5 – Changed to Addendum 1	24 Sept 2019 23 Sept 2026
			Addendum 5	Emergency Response Plan Revision 5 – Changed to Addendum 2	24 Sept 2019 23 Sept 2026

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SACAA
FOR DIRECTOR OF CIVIL AVIATION

5. STATEMENT

☞	*SA-CATS 149.02.2. 1. (1)*

(a) The Sport Aerobatic Club of South Africa is the aviation recreation organisation responsible for the conduct of sport aerobatic recreational flying activities performed by applicable aircraft.

The SAC will always comply with Civil Aviation Act, Regulations, technical standards and this MOP to be complied with by SAC personnel at all times. This Manual of Procedures is an accurate and true representation of our policies and procedures, and the SAC will be managed and operated in accordance with this MOP SA-CAR and SA-CATS 149.

(b) The SAC has devised and adopted a Quality Assurance system for the governance and review of its operations. This QMS will be the primary means of ensuring ongoing compliance with Part 149.

(c) No commercial or unauthorised operations will be conducted in the name or under the auspices of the Sport Aerobatic Club of South Africa.

(d) This ARO exists to promote safety and to continue the development of the sporting discipline of aerobatics.

(e) The SAC is committed to always exercising good corporate governance principles and practices.

SIGNED:		23 Sept 2026
ACCOUNTABLE MANAGER:	WARREN EVA	23 Sept 2026

	*SA-CATS 149.02.2. 1 (8)(a) and SA-CAR 149.02.4*

6.2 PROCEDURE FOR INITIALLY ASSESSING PERSONNEL AUTHORISED BY THE ARO

SAC is operated by an elected committee.

The SAC Committee is voted in as per the SAC Constitution. Its sole purpose is to manage the ARO as set out in this MOP and as per other applicable regulatory documents. The following elected persons will assume the delegated responsibilities;

1. Chairman – Accountable Manager
2. Chief Judge – Quality Control Manager
3. Flight Operations – Compliance Manager

SAC shall ensure that the nominated personnel will meet the minimum criteria and requirements for each position as stipulated in this section.

The nominated personnel shall possess the necessary skill to perform the duties expected of that person for the specific position.

The requirements have been developed based on:

a. Qualifications;
b. Experience;
c. Suitability;
d. Inclination of the individual; and
e. People skills.

Only once it has been established that the person meets the minimum requirement, that person will be nominated for election at the annual general meeting or appointed by the Exco at an Exco meeting.

The Chairman is duty bound to lead the committee and ensure that committee, both gives and takes direction as per its constitution and all functions and duties required of an ARO contained in this MOP.

The committee is duty bound to ensure SAC and their members abide by this MOP and any other rules and regulations that may be necessary.

The personnel are all required to be members in good standing of the Sport Aerobatic Club of South Africa and are expected to be familiar with the nature of the operations of the organisation.

6.2.1 REQUIREMENTS FOR CHAIRMAN (ACCOUNTABLE MANAGER)

The minimum requirements are:

a. To have a general knowledge of the aviation sector applicable to SAC;
b. To have a good understanding of what is required in SA-CAR and SA-CATS part 149;
c. Has a current and applicable Pilots License and has experience in sport aerobatics;
d. Have good people's skills;
e. Have good managerial skills;
f. Have good administration skills; and
g. Is computer literate.

6.2.2 REQUIREMENTS FOR SAC CHIIEF JUDGE (QUALITY CONTROL MANAGER)

The minimum requirements are:

a. At least two years experience as an International Judge.
b. Internal induction into ARO and company systems.
c. QMS training course within one year of appointment.

6.2.3 REQUIREMENTS FOR COMPLIANCE OFFICER

The minimum requirements are:

a. To have a good understanding of what is required in SA-CAR and SA-CATS part 149;
b. To have a general knowledge of the aviation sector applicable to SAC; and
c. Have good administration skills

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

The competence of authorised personnel is reviewed annually by way of both internal and external assessments.

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Internal assessments are conducted;

1. At the time of each competition, normally five times annually.
2. At the time of each committee meeting, normally after each competition.
3. At the time of the Annual General Meeting.

External assessments are conducted;

1. Annually by an external auditor who will also assess the competency of personnel.

The officials are re-elected on an annual basis and therefore must meet the requirement criteria at time of election, thus maintaining the competency required for the position.

6.4 PROCEDURES WHICH THE HOLDER OF APPROVAL IS AUTHORISED TO ESTABLISH AND ADMINISTER

a. The Sport Aerobatic Club of South Africa shall be responsible for the conduct of the following recreational aviation activities for AEROBATICS;
   i. Power aerobatics in fixed wing aircraft types
   ii. Glider aerobatics in fixed wing aircraft types

The conduct of the above activities will be established and administered by the SACAA in accordance with their regulations. The Sport Aerobatic Club of South Africa does not authorise any of its members to operate or maintain aircraft except as prescribed by the SACAA regulations.

7. DUTIES AND RESPONSIBILITIES OF THE PERSONNEL SPECIFIED

☞	*SA-CATS 149.02.2. 1. (3)*

This section will outline the duties and responsibilities of the personnel specified in section 6. These duties and responsibilities will include matters for which they have responsibility to deal directly with the Director on behalf of the organisation.

7.1 DUTIES AND RESPONSIBILITIES OF THE SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER

7.1.1 Duties

The nominated person will provide the necessary resources so that all operations and maintenance can be conducted to meet organisations obligations, goals and objectives whilst maintaining rule compliance, safe operations and a safe workplace. The function of the Accountable Manager is delegated to the chairperson of the Sport Aerobatic Club of South Africa who assumes overall responsibility of the activities carried out by the organisation and shall have unrestricted access to all persons entrusted with the tasks and duties carried out by the organisation.

a. Ensures that SAC functions and fills its positions as per the organogram;
b. Ensures all complaints addressed to SAC are dealt with either in person, or ensures that the correct person deals with the complaint satisfactorily;
c. Ensure the quality assurance system is functioning;
d. Monitor any suspension or disciplinary procedures;
e. Maintains and is in control of communication between the applicable authorities and SAC; and
f. Attend meetings, events and visit geographic areas in South Africa, to further the aims and goals of SAC when necessary to the benefit of the organization and its members or arrange for a SAC representative to attend if unavailable.
g. Ensures that the ARO is compliant with the requirements set out in this MOP.

7.1.2 Responsibilities

The Accountable Manager has the overall responsibility for the organisation's business performance, rule compliance and safety management. He is also responsible for amending this manual to ensure it accurately reflects the operation of the organisation and that all changes are tracked and controlled. The designated person has the responsibility to deal directly with the Director of Civil Aviation on all matters relating to the scope of activities covered by this Memorandum of Association.

7.2 DUTIES AND RESPONSIBILITIES OF A COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL

7.2.1 Duties

Such person shall need to be familiar with the requirements for conducting an aerobatic competition and also be familiar with the requirements set out in this MOP. The function of the Quality Assurance Manager is delegated to the Chief Judge of the Sport Aerobatic Club of South Africa who assumes overall responsibility of the activities and shall have unrestricted access to all persons entrusted with the tasks and duties carried out by the organisation.

a. General administration
b. Ensure the maintenance member records and associated systems
c. Issuing of membership
d. Maintenance of the Quality system
e. Document management
f. General communication
g. Review website and website documents for currency
h. Ensure sufficient steps are in place at contests to promote safety standards.

7.2.2 Responsibilities

A suitably competent person shall be appointed to ensure that all matters affecting airworthiness and aviation safety are adhered to and is responsible for the conduct of activities to achieve such compliance.

a. Ensure records are up to date and suitably stored
b. Complete relevant QMS check lists
c. Ensure KPA for Quality Manager is undertaken
d. Ensure maintenance of competence by participating in QM continued education programmes
e. Ensure that all non-compliances are recorded in writing

7.3 DUTIES AND RESPONSIBILITIES OF THE COMPLIANCE MANAGER TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THE APPLICATION

7.3.1 Duties

A suitably qualified person who is familiar with the activities of this organisation will be appointed to conduct oversight and enforce compliance with the requirements of this Manual

of Procedures and shall have unrestricted access to all persons entrusted with the tasks and duties carried out by the organisation.

a. Any actions to ensure compliance with SA-CAR and SA-CATS Part 149
b. Ensure renewal documentation for SAC is submitted in conjunction with the SAC Accountable Manager
c. Has the authority to make required changes in the organisation to ensure compliance with SAC documentation and regulations.
d. Attend to complaints and reports of non-compliance, convene any meetings to resolve these where required, and initiate any further actions if deemed necessary

7.3.2 Responsibilities

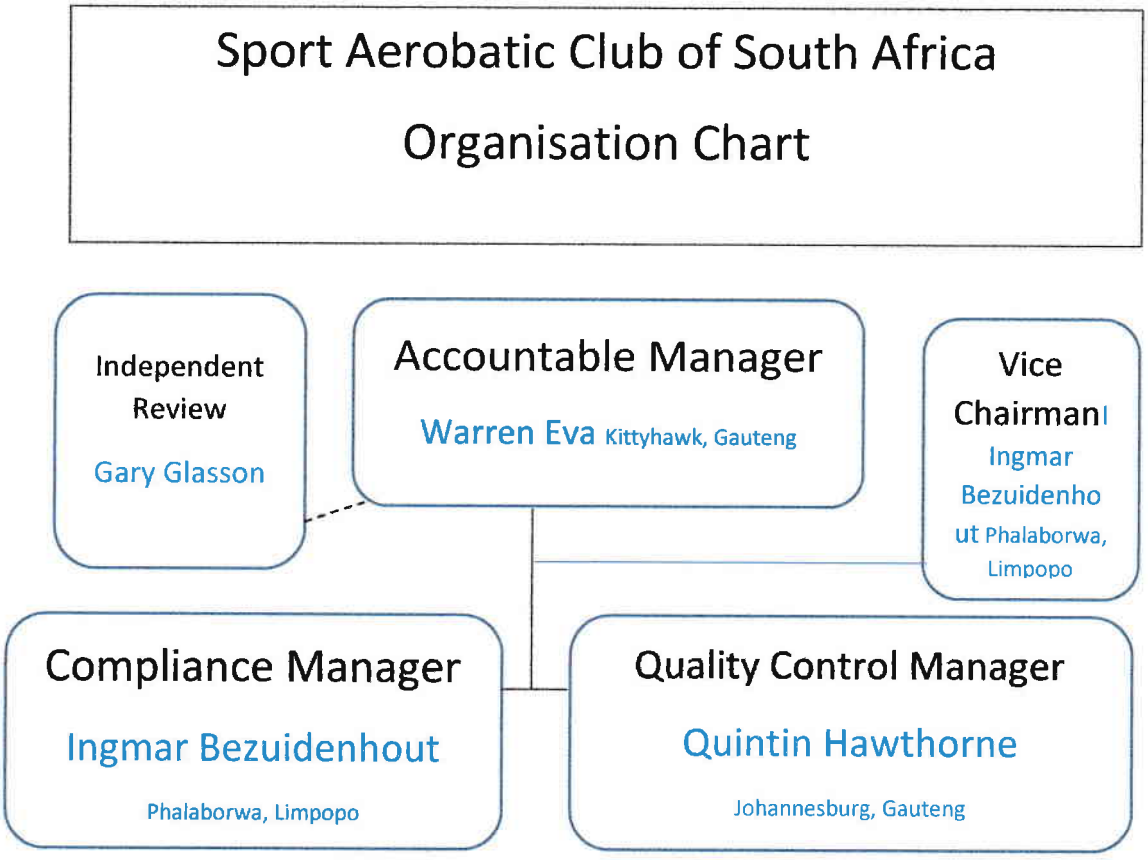
The appointed person is required to ensure that all the compliance responsibilities are adhered to. He has the power to order the cessation of any activity where compliance is not effected.

a. Responsible for monitoring organizational compliance to SAC manuals and documents.
b. Responsible for the statutory documentation and requirements.

8. ORGANISATION CHART

☞	*SA-CATS 149.02.2. 1. (4)*

This section will include an organisational chart showing lines of responsibility of the personnel specified in section 6 *(as per SACAR 149.02.4)* and extending to each location as detailed in section 9.



9. LOCATIONS

	*SA-CATS 149.02.2. 1. (5)*

The Sport Aerobatic Club of South Africa conducts its operations at venues in South Africa where aerobatic cylinders and aerobatic boxes, both permanent and temporary, have been identified and approved by SACAA and ATNS.

Designated Approved Aerobatic Zones are located at venues described and listed in AIP ENR 5.5 with specific reference to The Sport Aerobatic Club of South Africa.

Location	Members or personnel	Function	Powers delegated
Venues described and listed in AIP ENR 5.5 with specific reference to The Sport Aerobatic Club of South Africa.	SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER	The Accountable Manager is tasked with the overall management of the organisation.	SACAA has not delegated any powers
Venues described and listed in AIP ENR 5.5 with specific reference to The Sport Aerobatic Club of South Africa.	A COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL	The Quality Assurance Manager is responsible for ensuring that all requirements envisaged by CATS Part 149 are adhered to.	SACAA has not delegated any powers
Venues described and listed in AIP ENR 5.5 with specific reference to The Sport Aerobatic Club of South Africa.	ADEQUATE PERSONNEL TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THE APPLICATION	The Rules and Regulations for the conduct of the Sport Aerobatic Club activities identifies various personnel that are required for the conduct of its operations.	SACAA has not delegated any powers

10. RESOURCES

	*SA-CATS 149.02.2. 1. (6)*

Location [as per section 9]	Summary of the Resources	Scope of activity
All venues where the Sport Aerobatic Club of South Africa conducts its activities.	Website. www.aerobatics.co.za	It provides information relative to the ARO's business and acts as a portal for liaison with the appointed officials and office bearers by general members.
All regions.	Elected Committee	The appointed officials are tasked to carry out the identified duties and assume the associated responsibilities. Representatives from the provinces are appointed to the committee.
All regions	Dropbox	All documentation is stored in Dropbox folders and able to be accessed by designated officials; Minutes – Committee Pilot records - Registrar
All venues where the Sport Aerobatic Club of South Africa conducts its activities.	Two way radios	Used for communication between pilots and the advisory ground controller. These are also used as a safety measure by the chief judge.
All venues where the Sport Aerobatic Club of South Africa conducts its activities.	Computer hardware and software	To host the website, store documentation, provide communication with membership and process contest results.

11. AUTHORISATIONS OR DELEGATIONS GRANTED

	*SA-CATS 149.02.2. 1 (7)*

Members of the SAC will be required to hold valid type rated aircrew licences issued in accordance with Parts 61, 62, 68 and 94 to participate in sport aerobatic flying activities governed by this ARO. Additionally, the suitably licenced pilots will need to operate licenced aircraft capable of aerobatic flight. Details of the respective licences and certificates are checked and recorded by the Registrar.

The SAC does not have any authority to issue any licence or ratings as envisaged above.

12. QUALITY ASSURANCE SYSTEM

	*SA-CATS 149.02.2. 1 (8)(b) and SA-CATS 149.02.3. 1*

12.1 LEVEL OF QUALITY THE ORGANISATION INTENDS TO ACHIEVE

The Quality Control System is intended to ensure the procedures set out in this document is followed accurately and checked on a regular basis, with the aim of zero tolerance to variations.

The level of quality SAC is committed to includes the following:

a. Compliance to the applicable Civil Aviation Regulations and Technical Standards.
b. Compliance to the SAC MOP and all other SAC documentation and Manuals.
    - That all records and relevant documentation are up-to-date and being adhered to; and
    - KPA's to check and maintain competency levels for key personnel.
c. Continuous improvement within the organisation
    - Conduct internal reviews
    - Review the findings
    - Document the findings.
    - Take corrective actions.
    - Improvement of manuals and documentation.

- To react positively to all suggestions of improvement from members, authorities and personnel to promote industry best practice for the promotion of quality and safety.

d. Suitability, adequacy and effectiveness
   - Checking the SAC systems and methods of operations are suitable and adequate for its intended purposes; and
   - Monitoring the effectiveness of the SAC procedures.

e. Plans audits
   - Prepare and gather documentation
   - Documents findings
   - Take corrective action

12.2 INTERNAL REVIEWS

Internal reviews to ensure adherence to procedures set out in this document, will take place at every aerobatic contest i.e. at least six times per annum.

12.3 A PROCEDURE TO RECORD THE FINDINGS AND COMMUNICATE THEM TO MANAGEMENT

The protocol to ensure the findings of each review, is that the **Quality Control Check List** (Addendum 4) be submitted and included on the agenda of every SAC Committee Meeting and in addition be available to SACAA for review and filing. The results of the Quality Control Checklist must be included in the Minutes of the meeting.

a. All non-compliance identified during the internal reviews shall be recorded in writing.
b. Any non-compliance shall be raised for consideration or rectification as applicable.
a. Any Incidents, occurrences or complaints of any nature shall be brought to the attention of the committee.
b. The non-compliances shall be communicated as applicable to:
   - The relevant personnel; or
   - The executive Committee of SAC.

12.4 RESPONSIBLE PERSONS

The persons responsible for the preparation of the **Quality Control Check List** shall be as follows: -

Responsible person	Areas of responsibilities
Chief Judge – Quality Assurance Manager	Responsible for the overall adherence to the requirements of the **Quality Control Check List.**
Contest Director – assistant to Quality Assurance Manager	The person responsible for the conduct of the contests and the submission of the **Quality Control Check List** to both the SAC Committee and SACAA shall be the Contest Director
Contest Registrar – Compliance Manager	Ensures that the contestants submit the required valid documents to be able to participate in SAC sanctioned contests.

12.5 OTHER QUALITY INDICATORS

12.5.1 Facility malfunction

The level and extent of any facility malfunction will be assessed by the Quality Assurance Manager and action taken to mitigate any risks, if considered necessary.

- Facility Malfunction reports will be made in writing and submitted to the Accountable Manager, with details of the actions taken.
- The reports will be discussed and reviewed by the committee at the next meeting.

12.5.2 Incidents

Any incidents that occur during an aerobatic event will be dealt with in accordance with the organisation's Emergency Response Plan (Addendum 2). Incidents will always be logged and considered for escalation and reporting if deemed necessary in accordance with SACAA regulations.

- Where necessary, incidents will be reported to the relevant authorities including the SACAA by the Quality Assurance Manager.
- Incidents will be recorded on the Quality Control Checklist.
- The reports will be reviewed and discussed by the committee at the next convened meeting.

12.5.3 Occurrences

Occurrences will be attended to by the Quality Assurance Manager together with the Compliance Officer. They will receive all the information required to conduct an internal investigation and take further steps to mitigate any losses if deemed necessary.

12.5.4 Complaints

The Quality Assurance Manager will receive all complaints affected by this organisation and respond to them in consultation with the Compliance Officer.

12.5.5 Defects

The SAC accepts that not all quality management systems provide for a perfect outcome. The organisation will define a baseline and strive to achieve a suitable level of acceptance based as follows;

a. Minor defects and considered acceptable
b. Major defects and considered unacceptable.

The unacceptable defects will require a considered assessment in order to achieve an acceptable level of quality.

12.6 PROCEDURES FOR MANAGEMENT ANALYSIS AND OVERVIEW

The SAC will be subjected to periodic audits carried out by the SACAA.

Internal reviews are conducted at the conclusion of each scheduled aerobatic contest and at the regular committee meetings. These reviews are considered by the management team and any recommendations for action will be attended to by the Quality Assurance Manager. Internal reviews are ultimately considered by the Annual General Meeting.

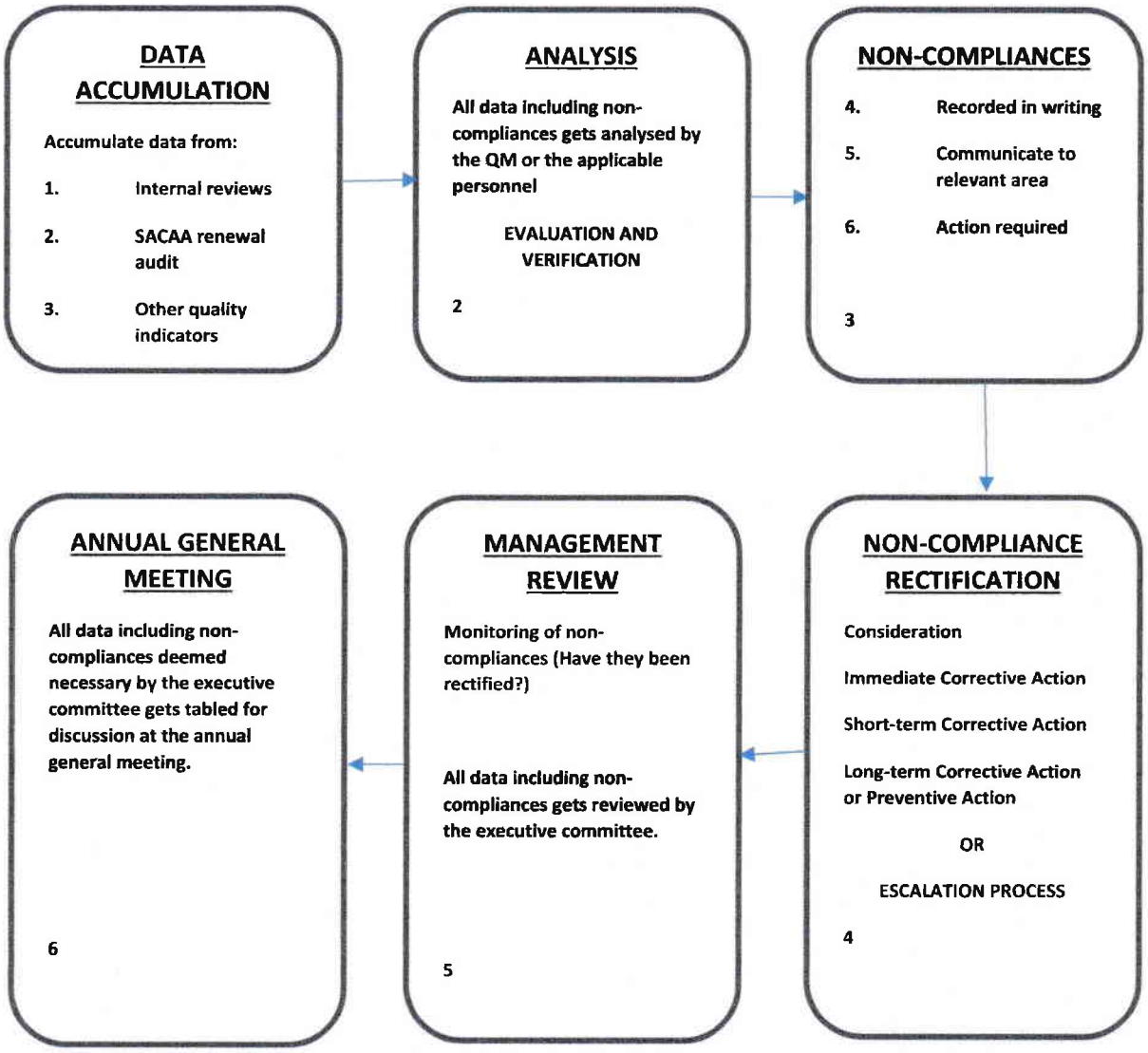
12.7 PROCEDURES FOR RECTIFYING ANY DEFICIENCIES

The Quality Assurance Manager will action any required deficiencies subsequent to the internal and external reviews.

a. Depending on the nature of the non-compliance, the relevant personnel or committees' actions should include;
    - **Consideration**: for information purposes only, rectification is optional for continuous improvement
    - **Immediate Corrective Action**: This is action taken immediately upon identification of the non-compliance for rectification of it.
    - **Short-term Corrective Action:** This is short-term action to correct a non-compliance that does not pose an immediate threat to the organisation, which ensures that compliance is established quickly until long term action is completed to prevent recurrence of the problem. Short-term corrective action will normally take place within thirty (30) days; and
    - **Long-term Corrective Action or Preventive Action**: This is longer term action and has two components. The first will involve identifying the root cause of the problem and indicating the measures the auditee will take to prevent a recurrence. These measures should focus on a system change. The second component will include a timetable for auditee implementation of

the long-term corrective action. Long term corrective action will normally take place within twelve months.

12.8 PROCEDURES FOR DOCUMENTING THE COMPLETE REVIEW PROCESS



The results of the annual review and contest quality control check, will be documented by the following: -

i) SAC Committee Meeting records

13. CONTROL, AMEND AND DISTRIBUTION

Manual of procedure control

Control copies of this manual will be kept as per the manual distribution table. This ARO will keep at least one complete and current copy of its manual of procedure referred to in regulation 149.02.2, at each recreation facility specified in the manual of procedure.

Distribution and availability

The Manual of procedures is maintained in electronic format; however, hard copies are provided to the persons mentioned here. The table below is used as a register detailing distribution.

The manual is distributed to the personnel and entities mentioned in the following table:

COPY	PERSON/ORGANISATION/AUTHORITY	LOCATION
1	South African Civil Aviation Authority	Offices of the SACAA
2	SAC Website (Master)	www.aerobatics.co.za

Issuing of amendments

Any changes to the manual will originate from recommendations made to the Accountable Manager and tabled at the Annual General meeting for consideration and adoption.

Amended versions of the manual will be distributed electronically to all members and personnel. A summary of amendments as indicated in section 3.

On receipt of the amended version, all members and personnel must indicate they have read and understood the amendments.

14. ABBREVIATIONS

ARO	Aviation Recreation Organisation
ATNS	Air Traffic Navigation Service SOC Limited
SAC	Sport Aerobatic Club of South Africa
SACAA	South African Civil Aviation Organisation
KPA	Key Performance Assessment
QMS	Quality Management System
QM	Quality Management
MOP	Memorandum of Procedures
SA-CAR	South Africa Civil Aviation Regulations
SA-CAT	South Africa Civil Aviation Technical Standards