

REGULATIONS
Civil Aviation Act 6 of 2016

Namibian Civil Aviation Regulations, 2001

PART 149
ORGANISATIONS: AVIATION RECREATION ORGANISATIONS

LIST OF REGULATIONS

SUBPART 1: GENERAL

- 149.01.1 Applicability
- 149.01.2 Designation of body or institution
- 149.01.3 Requirement for approval
- 149.01.4 Display of approval
- 149.01.5 Advertisements
- 149.01.6 Safety inspections and audits
- 149.01.7 Suspension and cancellation of approval and appeal
- 149.01.8 Register of approvals

SUBPART 2: APPROVAL OF AVIATION RECREATION ORGANISATION

- 149.02.1 Manual of procedure
- 149.02.2 Quality assurance system
- 149.02.3 Personnel requirements
- 149.02.4 Resource requirements
- 149.02.5 Application for approval or amendment thereof
- 149.02.6 Issuing of approval
- 149.02.7 Scope of approval
- 149.02.8 Period of validity
- 149.02.9 Transferability
- 149.02.10 Changes in quality assurance system
- 149.02.11 Renewal of approval
- 149.02.12 Duties of holder of approval
- 149.02.13 Technical and regulatory data
- 149.02.14 Records
- 149.02.15 Operational and maintenance procedures

REGULATIONS
Civil Aviation Act 6 of 2016
Namibian Civil Aviation Regulations, 2001

SUBPART 1
GENERAL

Applicability

149.01.1 (1) This Part shall apply to the approval and operation of organisations whose members operate, for aviation recreation purposes -

- (a) microlight aeroplanes;
 - (b) gliders;
 - (c) free balloons;
 - (d) gyroplanes;
 - (e) hang gliders and paragliders;
 - (f) powered paragliders;
 - (g) parachutes;
 - (h) amateur-built aircraft; or
 - (i) production-built aircraft.
- (2) This Part shall not apply in respect of:-
- (a) a Part 121, 127 and 135 operator; or
 - (b) any person exempted by the Director in terms of Part 11.

Designation of body or institution

149.01.2 (1) The Director may designate a body or institution to -

- (a) establish safety standards relating to aviation recreation;
- (b) exercise control over an aviation recreation organisation approved under the provisions of this Part;
- (c) determine standards for the airworthiness or operation of aircraft involved in aviation recreation;
- (d) determine standards for the licensing of personnel involved in aviation recreation;
- (e) issue licences to such personnel; and
- (f) advise the Director on any matter connected with the airworthiness or operation of aircraft or the licensing of personnel involved in aviation recreation.

(2) The designation referred to in subregulation (1) shall be made in writing and shall be published by the Director in the *Gazette* within 30 days from the date of such designation.

REGULATIONS
Civil Aviation Act 6 of 2016

Namibian Civil Aviation Regulations, 2001

(3) The powers and duties referred to in subregulation (1) shall be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document NAM-CATS-ARO.

Requirement for approval

149.01.3 No organisation shall undertake aviation recreation except under the authority of, and in accordance with the provisions of, an aviation recreation organisation approval issued under Subpart 2.

Display of approval

149.01.4 The holder of an aviation recreation organisation approval shall display the approval in a prominent place, generally accessible to the public at such holder's principal place of business and, if a copy of the approval is displayed, shall produce the original approval to an authorised officer, inspector or authorised person if so requested by such officer, inspector or person.

Advertisements

149.01.5 Any advertisement by an organisation indicating that it is an aviation recreation organisation, shall -

- (a) reflect the number of the aviation recreation organisation approval issued by the Director; and
- (b) contain a reference to the aviation recreation for which such approval was issued.

Safety inspections and audits

149.01.6 (1) An applicant for the issue of an aviation recreation organisation approval shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits which may be necessary to verify the validity of any application made in terms of regulation 149.02.5.

(2) The holder of an aviation recreation organisation approval shall permit an authorised officer, inspector or authorised person to carry out such safety inspections and audits which may be necessary to determine compliance with the appropriate requirements prescribed in this Part.

Suspension and cancellation of approval and appeal

149.01.7 (1) An authorised officer, inspector or authorised person may suspend for a period not exceeding 30 days, an aviation recreation organisation approval issued under this Part, if -

- (a) after a safety inspection and audit carried out in terms of regulation 149.01.6, it is evident that the holder of the approval does not comply with the requirements prescribed in this Part, and such holder fails to remedy such non-compliance within 30 days after receiving notice in writing from the authorised officer, inspector or authorised person to do so; or

REGULATIONS
Civil Aviation Act 6 of 2016

Namibian Civil Aviation Regulations, 2001

- (b) the authorised officer, inspector or authorised person is prevented by the holder of the approval to carry out a safety inspection and audit in terms of regulation 149.01.6; or
- (c) the suspension is necessary in the interests of aviation safety.

(2) The authorised officer, inspector or authorised person who has suspended an approval in terms of subregulation (1), shall, deliver a report in writing to the Director.

[The comma after the word "shall" is superfluous.]

(3) The authorised officer, inspector or authorised person concerned shall submit a copy of the report referred to in subregulation (2), to the holder of the approval which has been suspended.

(4) The holder of an approval that has been suspended may appeal against such suspension to the Director within 30 days after such holder becomes aware of such suspension.

(5) An appellant shall deliver an appeal in writing, stating the reasons why, in the opinion of the appellant, the suspension should be varied or set aside, and the appeal shall include, if applicable, full particulars of any remedial action which may have been taken by the appellant to rectify the circumstances which resulted in such suspension.

(6) The Director shall acknowledge receipt of an appeal.

(7) The Director may within 14 days, subject to such conditions which he or she may determine, confirm, vary or set aside the suspension referred to in subregulation (1), or cancel the approval.

Register of approvals

149.01.8 (1) The Director shall maintain a register of all aviation recreation organisation approvals issued or renewed in terms of the regulations in this Part.

- (2) The register shall contain the following particulars:
 - (a) The full name of the holder of the approval;
 - (b) the postal address of the holder of the approval;
 - (c) the telephone and telefax numbers of the holder of the approval;
 - (d) the date on which the approval was issued or renewed;
 - (e) the number of the approval issued;
 - (f) particulars of the scope of the approval issued to the holder of the approval;
 - (g) the nationality of the holder of the approval; and
 - (h) the date on which the approval was cancelled, if applicable.

REGULATIONS
Civil Aviation Act 6 of 2016

Namibian Civil Aviation Regulations, 2001

(3) The particulars referred to in subregulation (2) shall be recorded by the Director in the register within seven days from the date on which the approval was issued, renewed or cancelled, as the case may be.

(4) The register shall be kept in a safe place at the office of the Director.

(5) A copy of the register shall be furnished by the Director, on payment of the appropriate fee as prescribed in Part 187, to any person who requests the copy.

SUBPART 2
APPROVAL OF AVIATION RECREATION ORGANISATION

Manual of procedure

149.02.1 An applicant for the issue of an aviation recreation organisation approval to undertake aviation recreation, shall provide the Director with its manual of procedure which shall -

- (a) comply with the requirements prescribed in this Subpart; and
- (b) contain the information as prescribed in Document NAM-CATS-ARO.

Quality assurance system

149.02.2 (1) The applicant shall establish a quality assurance system for the control and supervision of the aviation recreation covered by the application.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document NAM-CATS-ARO.

Personnel requirements

149.02.3 (1) The applicant shall engage, employ or contract -

- (a) a senior person identified as the accountable manager and compliance officer of the organisation concerned, to whom contractual authority has been granted to ensure that all activities undertaken by the organisation are carried out in accordance with the applicable requirements prescribed in this Subpart, and who shall in addition be vested with the following powers and duties in respect of the compliance with such requirements:
 - (i) Unrestricted access to work performed or activities undertaken by all other persons as employees of, and other persons rendering service under contract with, the organisation;
 - (ii) full rights of consultation with any such person in respect of such compliance by him or her;
 - (iii) powers to order cessation of any activity where such compliance is not effected;
 - (iv) a duty to establish liaison mechanisms with the Director with a view to ascertain correct manners of compliance with the said requirements, and

REGULATIONS
Civil Aviation Act 6 of 2016

Namibian Civil Aviation Regulations, 2001

interpretations of such requirements by the Director, and to facilitate liaison between the Director and the organisation concerned; and

- (v) powers to report directly to the management of the organisation on his or her investigations and consultations generally, and in cases contemplated in subparagraph (iii), and with regard to the results of the liaison contemplated in subparagraph (iv);
 - (b) a competent person who is responsible for quality assurance, and who has direct access to the accountable manager and compliance officer referred to in paragraph (a) on matters affecting airworthiness and aviation safety; and
 - (c) adequate personnel to carry out and supervise the aviation recreation covered by the application.
- (2) The applicant shall -
- (a) establish a procedure for initially assessing, and a procedure for maintaining, the competence of those personnel authorised by the applicant to carry out and supervise the aviation recreation covered by the application; and
 - (b) provide the personnel referred to in paragraph (a) with written proof of the scope of their authorisation.

Resource requirements

149.02.4 The applicant shall ensure that the resources are adequate to enable the personnel to carry out and supervise the aviation recreation covered by the application.

Application for approval or amendment thereof

149.02.5 An application for the issue of an aviation recreation organisation approval to undertake aviation recreation, or an amendment thereof, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NAM-CATS-ARO; and
- (b) accompanied by -
 - (i) the appropriate fee as prescribed in Part 187; and
 - (ii) the manual of procedure referred to in regulation 149.02.1.

Issue of approval

149.02.6 (1) The Director shall issue an aviation recreation organisation approval to undertake aviation recreation, if the applicant complies with the requirements prescribed in regulations 149.02.1 to 149.02.4 inclusive.

(2) The Director shall issue the approval on the appropriate form as prescribed in Document NAM-CATS-ARO.

Scope of approval

REGULATIONS
Civil Aviation Act 6 of 2016
Namibian Civil Aviation Regulations, 2001

149.02.7 An aviation recreation organisation approval to undertake aviation recreation shall specify -

- (a) the aviation recreation which the holder of the approval is entitled to undertake; and
- (b) the procedures which the holder of the approval is authorised to establish and administer.

Period of validity

149.02.8 (1) An aviation recreation organisation approval to undertake aviation recreation, shall be valid for 12 months calculated from the date of issue or renewal thereof.

(2) The approval shall remain in force until it expires or is suspended by an authorised officer, inspector or authorised person, or cancelled by the Director, in terms of regulation 149.01.7.

(3) The holder of an approval which expires, shall forthwith surrender the approval to the Director.

(4) The holder of an approval which is suspended, shall forthwith produce the approval upon suspension thereof, to the authorised officer, inspector or authorised person concerned for the appropriate endorsement.

(5) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval was cancelled, surrender such approval to the Director.

Transferability

149.02.9 An aviation recreation organisation approval to undertake aviation recreation, shall not be transferable.

Changes in quality assurance system

149.02.10 (1) If the holder of an aviation training organisation approval desires to make any change in the quality assurance system referred to in regulation 149.02.2, which is significant to the showing of compliance with the appropriate requirements prescribed in this Part, including -

- (a) the name of the organisation;
- (b) the identity of the accountable manager and compliance officer;
- (c) the identity of the person referred to in regulation 149.02.3(1)(b); and
- (d) the scope of approval,

such holder shall apply to the Director for the approval of such change.

(2) The provisions of regulation 149.02.5 shall apply *mutatis mutandis* to an application for the approval of a change in the quality assurance system.

REGULATIONS
Civil Aviation Act 6 of 2016**Namibian Civil Aviation Regulations, 2001**

(3) An application for the approval of a change in the quality assurance system shall be granted by the Director if the applicant satisfies the Director, upon submission of appropriate proposed changes to its manual of procedure, that it will continue to comply with the provisions of regulations 149.02.1 to 149.02.4 inclusive, after the implementation of such approved change.

Renewal of approval

149.02.11 (1) An application for the renewal of an aviation recreation organisation approval to undertake aviation recreation, shall be -

- (a) made to the Director in the appropriate form as prescribed in Document NAM-CATS-ARO; and
- (b) accompanied by -
 - (i) the appropriate fee as prescribed in Part 187; and
 - (ii) the manual of procedure referred to in regulation 149.02.1.

(2) The holder of the approval shall at least 30 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Duties of holder of approval

149.02.12 The holder of an aviation recreation organisation approval to undertake aviation recreation, shall -

- (a) hold at least one complete and current copy of its manual of procedure referred to in regulation 149.02.1, at each recreation facility specified in the manual of procedure;
- (b) comply with all procedures detailed in the manual of procedure;
- (c) make each applicable part of the manual of procedure available to the personnel who require those parts to carry out their duties; and
- (d) continue to comply with the appropriate requirements prescribed in this Part.

Technical and regulatory data

149.02.13 (1) The holder of an aviation recreation organisation approval shall keep copies of all relevant equipment manuals, technical bulletins and instructions, legislation, and any other documents which may be necessary to establish procedures for the aviation recreation specified in its manual of procedure.

(2) The holder of the approval shall establish procedures to control and amend the documents referred to in subregulation (1).

- (3) The procedures referred to in subregulation (2) shall ensure that -
 - (a) all documents are reviewed and authorised before the issuing thereof;
 - (b) changes to documents are reviewed and authorised by the holder of the approval;

REGULATIONS
Civil Aviation Act 6 of 2016
Namibian Civil Aviation Regulations, 2001

- (c) the current version of each document can be identified to preclude the use of out of date editions;
- (d) current issues of data and documents are held by those personnel within the aviation recreation organisation who require such data and documents to carry out their duties; and
- (e) obsolete documents are promptly removed from circulation.

Records

149.02.14 (1) The holder of an aviation recreation organisation approval shall establish procedures to identify, collect, index, store, maintain and dispose of, the records which are necessary for the aviation recreation specified in its manual of procedure.

- (2) The procedures referred to in subregulation (1) shall ensure that -
 - (a) a record is kept of each quality assurance review of the holder of the approval;
 - (b) all records are legible; and
 - (c) all records are kept for a period of at least five years calculated from the date of the last entry made in such records.

Operational and maintenance procedures

149.02.15 (1) The holder of an aviation recreation organisation approval which authorises operational and maintenance procedures to be established, shall establish operational and maintenance procedures for the aviation recreation specified in its manual of procedure.

- (2) The procedures referred to in subregulation (1) shall -
 - (a) be relevant and not in conflict with the appropriate procedures prescribed in the Regulations; and
 - (b) be administered to ensure that the requirements -
 - (i) remain valid for their intended use; and
 - (ii) are reviewed on a regular basis.
- (3) The procedures referred to in subregulation (1) shall include details of -
 - (a) the manner in which the holder selects launching, flying and landing sites;
 - (b) the holder's use of ground signals;
 - (c) the holder's use of aerodromes or heliports;
 - (d) the holder's launching methods; and
 - (e) an emergency response plan.