

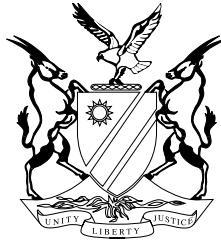
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 63

2003

**NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS
NAM-CATS-ARO "AVIATION RECREATION ORGANISATIONS"**

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standards shall come into operation on 31 March 2003.



REPUBLIC OF NAMIBIA

CIVIL AVIATION

**DOCUMENT NAM-CATS-ARO
(AVIATION RECREATION ORGANISATIONS)**

NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AVIATION RECREATION ORGANISATIONS

1. GENERAL

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above on 31 March 2003 issued technical standards relating to aviation recreation organisations to be known as Document NAM-CATS-ARO.

2. PURPOSE

Document NAM-CATS-ARO contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aviation training organisations.

Each reference to a technical standard in this document is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 2001, for example, technical standard 149.02.2 refers to regulation 2 of Subpart 2 of Part 149 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation. The abbreviation "TS" refers to any technical standard.

3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

LIST OF TECHNICAL STANDARDS

149.01.2 DESIGNATION OF BODY OR INSTITUTION

1. Conditions, rules, requirements, procedures or standards for a designation

149.02.1 MANUAL OF PROCEDURE

1. Information to be contained in manual of procedure

149.02.2 QUALITY ASSURANCE SYSTEM

1. Minimum standards for a quality assurance system

149.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

149.02.6 ISSUING OF APPROVAL

1. Form of approval

149.02.11 RENEWAL OF APPROVAL

1. Form of application

ANNEXURE A : APPLICATION FOR THE ISSUING OF AN AVIATION
 RECREATION ORGANISATION APPROVAL
 APPLICATION FOR THE AMENDMENT OF AN
 AVIATION RECREATION ORGANISATION APPROVAL
 APPLICATION FOR THE RENEWAL OF AN AVIATION
 RECREATION ORGANISATION APPROVAL

ANNEXURE B : AVIATION RECREATION ORGANISATION APPROVAL

149.01.2 DESIGNATION OF BODY OR INSTITUTION**1. Conditions, rules, requirements, procedures or standards for a designation**

The Director shall designate a body or institution in terms of CAR 149.01.2 upon the satisfactory completion by an authorized inspector of an audit to determine the level of compliance of such organization with all the relevant requirements of Part 149 of the Namibian Civil Aviation Regulations, 2001.

149.02.1 MANUAL OF PROCEDURE**1. Information to be contained in manual of procedure****1.1 General information**

The information referred to in CAR 149.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

- (1) A statement signed by the accountable manager and compliance officer, on behalf of the applicants organisation, confirming that the manual of procedure and any included manuals -
 - (a) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with Part 149; and
 - (b) will be complied with at all times.
- (2) The titles and names of the personnel required by CAR 149.02.3.
- (3) The duties and responsibilities of the personnel specified in CAR 149.02.3 including matters for which they have responsibility to deal directly with the Director on behalf of the organisation.
- (4) An organisation chart showing lines of responsibility of the personnel specified in CAR 149.02.3 and extending to each location listed under subparagraph (5).
- (5) Details of those locations where members or personnel of the organisation are to exercise functions or powers delegated by the Director.
- (6) A summary of the resources at and the scope of activity to be conducted at each location listed under subparagraph (5).
- (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 Director's functions or powers, or both, including the extent and scope of those authorisations and delegations.
- (8) Details of the procedures required by -
 - (a) CAR 149.02.3 regarding the competence of personnel;
 - (b) CAR 149.02.2 regarding quality assurance of the organisation.
- (9) Procedures to control, amend and distribute the manual of procedure.

1.2 General description of the facilities at each location to be utilised for aviation recreation

A description of the facilities is required.

1.3 Notification procedure to the Director regarding changes in the organisation's facilities and procedures

A statement indicating who is responsible for notifying the Director regarding changes, and what changes are subject to notification.

149.02.2 QUALITY ASSURANCE SYSTEM

1. Minimum standards for a quality assurance system

- (1) The quality assurance system referred to in CAR 149.02.2(2), must include -
 - (a) a clear definition of the level of quality the organisation intends to achieve;
 - (b) a procedure that sets out the level and frequency of the internal reviews;
 - (c) a procedure to record the findings and communicate them to management;
 - (d) a list of responsible persons;
 - (e) procedures by which other quality indicators such as facility malfunction reports, incidents, occurrences, complaints and defects are brought into the quality assurance system;
 - (f) procedures for management analysis and overview;
 - (g) procedures for rectifying any deficiencies which may be found; and
 - (h) procedures for documenting the complete review process from the inspection to the satisfactory management review so that this is available to the Director during a safety inspection and audit.
- (2) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (3) The quality assurance system must be documented in the manual of procedure referred to in CAR 149.02.1.

149.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF

1. Form of application

The form referred to in CAR 149.02.5(a), in which application must be made for the issuing of an aviation recreation organisation approval, or an amendment thereof, is contained in Annexure A.

149.02.6 ISSUING OF APPROVAL

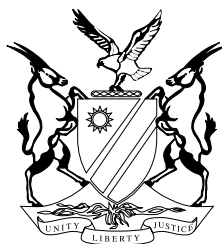
1. Form of approval

The form referred to in CAR 149.02.6(2), on which an aviation recreation organisation approval is issued, is contained in Annexure B.

149.02.11 RENEWAL OF APPROVAL

1. Form of application

The form referred to in CAR 149.02.11(1)(a), in which an application for the renewal of an aviation recreation organisation approval must be made, is contained in Annexure A.

Annexure A**REPUBLIC OF NAMIBIA****CIVIL AVIATION**

**APPLICATION FOR THE ISSUING OF AN AVIATION RECREATION
ORGANISATION APPROVAL
APPLICATION FOR THE AMENDMENT OF AN AVIATION RECREATION
ORGANISATION APPROVAL
APPLICATION FOR THE RENEWAL OF AN AVIATION RECREATION
ORGANISATION APPROVAL**

Notes:

- (i) *An application for the issuing of an aviation recreation organisation approval to undertake aviation recreation, or an amendment thereof, must comply with the provisions of CAR 149.02.5.*
- (ii) *An application for the renewal of an aviation recreation organisation approval to undertake aviation recreation, must comply with the provisions of CAR 149.02.11.*
- (iii) *Section 1 of this form must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block:

- ☐ Application for an aviation recreation organisation approval
- ☐ Application for the amendment of an aviation recreation organisation approval
- ☐ Application for the renewal of an aviation recreation organisation approval

1. PARTICULARS REGARDING THE APPLICANT/HOLDER

1.1 Full name :

1.2 Trade name :

1.3 Full business / residential address:	1.4 Postal address: Postal code :
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1.5 Telephone number:	1.6 Telefax number:
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1.7 Cellular phone number:	1.8 E-mail address :
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1.9 SITA code (if any):	1.10 Telex number:
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1.11 Legal status of applicant/holder (individual/close corporation/company/trust/other - specify):
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1.12 Registration number in the case of a close corporation/company/trust:.....
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1.13 Full particulars in respect of the individual/each responsible director/shareholder/member/ office bearer:				
Name	Position	Identity Number	Nationality	Country of permanent residence
.....				
.....				
.....				
.....				
.....				
.....				
.....				
.....				
.....				

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect. Signature	 Date
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2. APPLICATION FOR THE ISSUING OF AN AVIATION RECREATION ORGANISATION APPROVAL

2.1 Type of aviation recreation applied for:

2.2 Supporting documents: Mark the appropriate block ☐ The manual of procedure ☐ Other (specify)

3. APPLICATION FOR THE AMENDMENT OF AN AVIATION RECREATION ORGANISATION APPROVAL

3.1 Approval number :	3.2 Expiry date :
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3.3 Particulars of amendments applied for :
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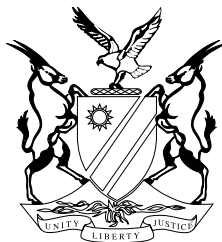
3.4 Supporting documents : Mark the appropriate block ☐ Amended manual of procedure ☐ Other (specify).....

4. APPLICATION FOR THE RENEWAL OF AN AVIATION RECREATION ORGANISATION APPROVAL

4.1 Approval number :	4.2 Expiry date :
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4.3 Type of aviation recreation applied for :
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4.4 Supporting documents : Mark the appropriate block ☐ The manual of procedure ☐ Other (specify)
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Annexure B**REPUBLIC OF NAMIBIA****CIVIL AVIATION****AVIATION RECREATION ORGANISATION APPROVAL**

1. Approval number:	2. Expiry date:
3. Type of aviation recreation:	
4. Name of holder:	
4. Physical address of holder:	5. Postal address of holder: Postal code:.....
7. Scope of approval:	
8. I hereby certify that the holder of this approval has been duly approved in accordance with Part 149 of the Namibian Civil Aviation Regulations, 2001.	

.....
Director: Civil Aviation

.....
Date of issue
