



---

Private Bag 12003 Windhoek Namibia | (Tel) +264 83 235 2100 | (Web) <http://www.ncaa.com.na>

---

Ref: 18/5-1-DBR/CE-4/22-3

Enquiries: Danielle Bruckert  
Contact: , 083 235 2468

**To:** Executive Director of Civil Aviation

**Through:** Manager Finance  
General Manager: Safety

**From:** Senior Manager: Safety Promotion and Quality

**Date:** 16<sup>th</sup> February 2023

**Subject:** **NCAA SAFETY COMPETITIONS**

## 1. Purpose

The purpose of this submission is to seek approval for the Safety Promotion and Quality Team to arrange for regular safety competitions, according to the safety responsibility provisions of the Civil Aviation Act, No 6, 2016.

## 2. Background and Discussion

Following the success of the Safety Matters bulletin, SPQ would like to offer a safety promotion competition to invite more submissions and content for this bulletin and our social media channels and promote more involvement and thought on aviation safety from industry and from schools.

Safety awareness is defined under the provisions of the State Safety Programme (SSP) Implementation Plan and TGM Volume 9 Parts 1 and 2. These documents stem from the ICAO Document 9859, SSP framework, component 4 Safety Promotion: internal and external training, which is a responsibility of the State. It is important for NCAA to be seen and heard in respect of promoting safety and to create opportunities for interaction and contribution from our users and from the public in general.

The opportunity will also be taken to engage industry, commercial, and training operators, members of the public, and schools over aviation safety and promotion of regulatory compliance.

---

**Board Members:** Mr. Bethuel T. Mujetenga (Chairperson), Mrs. Kadiva D. Hamutumwa (Deputy Chairperson),  
Ms. Josephine N. Amukwa, Ms. Martha N. Hitenanye, Mr. Fernando Somaeb, Mr. Melkizedek Uupindi,  
Ms. Toska Sem (Executive Director)



### 3. Proposed Competitions and Associated Graphics

**3.1** There will be three competitions for articles. The content must be on aviation safety including 600 minimum to 1000 maximum words and include a minimum of one royalty free image.

- a. Competition 1 – ending 30<sup>th</sup> June (external)
- b. Competition 2 – ending 30<sup>th</sup> June (internal, all NCAA except SPQ)
- c. Competition 3 – ending 31<sup>st</sup> December

**3.2** There will be one competition for school goers which is for a social media graphic. The competition is open to any student attending secondary school (not tertiary) – from grade 6 to grade 12. The graphic should meet the requirement to be posted on Facebook, Instagram, and LinkedIn, and accepted as jpg, png, or mp4.

- d. School Competition 4 – ending 31<sup>st</sup> August

spq@ncaa.na with the title \"COMPETITION SUBMISSION\"'. At the bottom, it says: 'Winners will be announced in the September Bulletin and on social media'."/>

**SOCIAL MEDIA COMPETITION**

**SAFETY IS EVERYONE'S RESPONSIBILITY**  
Help us help you combat the Big-7 High Risk Categories (HRC) of Occurrence

NCAA invites secondary school age children to enter aviation safety social media competition graphics or mp4

**First Prize – N\$1000 Voucher**  
**Second Prize – N\$ 500 Voucher**  
**Third Prize – N\$ 250 Voucher**

All winning entries will be published  
All images must be copyright free!  
Submit your applications before 31st August to [spq@ncaa.na](mailto:spq@ncaa.na) with the title "COMPETITION SUBMISSION"

Winners will be announced in the September Bulletin and on social media



# SHARE YOUR STORY



NCAA invites submission of aviation safety related stories and articles of 600 to 1000 words plus one publishable image –

First Prize – N\$ 1000 Voucher  
Second Prize – N\$ 500 Voucher  
Third Prize – N\$ 250 Voucher

All winning entries will be published  
All images must be copyright free and all written content must be your own!

Submit your applications as a text file with attached images before the 30th June to [spq@ncaa.na](mailto:spq@ncaa.na) with the title "COMPETITION SUBMISSION"

Winners will be announced in the July Bulletin and on social media.

#### 4. Personnel Implications

SPQ safety specialist and data analyst will review every application received and compile a short list for the Senior Manager SPQ. The Senior Manager SPQ will be the ultimate judge of entries. All winning entries will be published, the best entry for each competition (1 to 4) will receive the vouchers. The winners will be announced in the bulletin.



Supported / Not Supported/As Amended

**Ms. Maria T. Konstantin (Haipinge)**  
Manager: Finance

13/02/2023

Date

Approved / Not Approved/As Amended



**Ms. Toska Sem**  
Executive Director of Civil Aviation

Date