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PART 51: RECREATIONL AVIATION TRAINING FACILITIES (RATF)

List of regulations

SUBPART 1: GENERAL

- 51.01.1 Applicability
- 51.01.2 Designation of body or institution
- 51.01.3 Display of RATF approval
- 51.01.4 Advertisements
- 51.01.5 Safety inspections and audits
- 51.01.6 Register of approvals

SUBPART 2: APPROVAL OF ORGANISATION (STANDARD AVIATION TRAINING)

- 51.02.1 Requirement for approval
- 51.02.2 Training and procedures manual
- 51.02.3 Quality assurance system
- 51.02.4 Personnel requirements
- 51.02.5 Accommodation, facilities and equipment
- 51.02.6 Accreditation
- 51.02.7 Application for approval or amendment thereof
- 51.02.8 Issuing of approval
- 51.02.9 Scope of approval
- 51.02.10 Period of validity
- 51.02.11 Transferability
- 51.02.12 Changes in quality assurance system
- 51.02.13 Renewal of approval
- 51.02.14 Duties of holder of approval
- 51.02.15 Documents and records
- 51.02.16 Training programmes
- 51.02.17 Oversight
- 51.02.18 Evaluation and checking

SUBPART 3: APPROVAL OF ORGANISATION (TEMPORARY AVIATION TRAINING)

- 51.03.1 Requirement for approval
- 51.03.2 Application for approval
- 51.03.3 Issuing of approval
- 51.03.4 Scope of approval
- 51.03.5 Period of validity
- 51.03.6 Transferability

51.03.7 Duties of holder of approval

SUBPART 1: GENERAL

Applicability

51.01.1 (1) This Part applies to the approval and operation of organizations conducting –

- (a) aviation training for;
 - (aa) national pilot Licenses in terms of Part 62
 - (bb) Glider pilot licenses in terms of Part 68
- (b) temporary aviation training; and
- (c) aviation training conducted on behalf of a third party.
- (d) training for technical approved persons in terms of Part 56

(2) This Part does not apply in respect of –

- (a) training conducted for familiarisation purposes; and
- (b) training or instruction conducted in the interests of aviation safety: Provided that such training or instruction is not conducted for the issuing, renewal, reissuing, validation or revalidation of any licence, certificate or rating in terms of the Regulations.

Designation of body or institution

51.01.2 (1) The Director or the body designated for the purpose in terms of Part 149, as the case may be, may designate a body or institution to –

- (a) exercise control over the aviation training facilities specified in the Regulations, and over the persons conducting such aviation training;
- (b) determine standards for such aviation training and for the training of such persons;
- (c) issue, confirm, suspend or withdraw certificates for the successful completion of such aviation training, and keep all books or documents regarding such aviation training; and
- (d) advise the Director or the body designated for the purpose in terms of Part 149, as the case may be on any matter connected with such aviation training or persons.

(2) The designation referred to in sub-regulation (1) shall be made in writing and shall be published by the Director or the body designated for the purpose in terms of Part 149, as the case may be in the *Gazette* within 30 days from the date of such designation.

(3) The powers and duties referred to in sub-regulation (1) shall be exercised and performed according to the conditions, rules, requirements, procedures or standards as prescribed in Document SA-CATS 51.

Display of Recreational Aviation Training Facility approval

51.01.3 The holder of a RATF 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

51.01.4 Any advertisement by an organisation indicating that it is a RATF, shall –

- (a) reflect the number of the RATF approval issued by the Director or the body designated for the purpose as the case may be; and
- (b) contain a reference to the aviation training for which such approval was issued.

Safety inspections and audits

51.01.5 (1) An applicant for the issuing of a RATF 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 51.02.7 or regulation 51.03.2, as the case may be.

(2) The holder of a RATF 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.

(3) allow for ARO appointed persons to conduct oversight and inspections

Register of approvals

51.01.6 (1) The Director or the body designated for the purpose in terms of Part 149, as the case may be shall maintain a register of all RATF approvals issued 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 physical address of the holder of the approval;
- (c) the date on which the approval was issued or renewed;
- (d) particulars of the scope of the approval issued to the holder of the approval; and
- (e) the nationality of the holder of the approval.

(3) The particulars referred to in sub-regulation (2) shall be recorded in the register within seven days from the date on which the approval is issued by the Director or the body designated for the purpose in terms of Part 149, as the case may be.

(4) The register shall be kept in a safe place at the office of the Director or the body designated for the purpose in terms of Part 149, as the case may be.

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

SUBPART 2: APPROVAL OF RECREATIONAL AVIATION TRAINING FACILITY

Requirements for approval

51.02.1 (1) No organisation shall conduct recreational aviation training except under the authority of, and in accordance with the provisions of this Part.

(2) The issuing of an approval for a RATF and the continued validity of the approval shall depend upon the RATF being in compliance with the requirements of this Subpart.

Training and procedures manual

51.02.2 (1) The RATF shall provide a training and procedures manual for the use and guidance of personnel concerned and such manual may be issued in separate parts and shall contain at least the following information:

- (a) A general description of the scope of training authorised under the RATF's terms of approval.
- (b) The contents of the training programmes offered, including the courses and equipment to be used.
- (c) A description of the organisation's facilities or training area.
- (d) The name, and description of duties and qualifications of the persons appointed as responsible for planning and supervising of training and compliance with the requirements of the approval in regulation 51.02.4 (1)(a).and (c)
- (e) A description of the procedures used to establish and maintain the competence of personnel as required by regulation 51.02.04 (2) and (3).
- (f) A description of the method used for the completion and retention of the training records required by regulation 51.02.14.
- (g) A description, when applicable, of additional training needed to comply with a RATF's procedures and requirements.

- (j) A description of the selection, role and duties of the authorised personnel, as well as the applicable requirements established by the Director or the body designated for the purpose in terms of Part 149, as the case may be, if the Director or the body designated for the purpose in terms of Part 149, as the case may be has authorised a RATF to conduct the testing required for the issuing of a licence, rating, or qualification.
- (2) The RATF shall ensure that the training and procedures manual is amended as necessary to keep the information contained therein up to date.
- (3) Copies of all amendments to the training and procedures manual shall be furnished promptly to all organisations or persons to whom the manual has been issued.
- (4) The RATF must comply with the guidelines for the content of the training and procedures manual are prescribed in Document SA-CATS 51.
- (5) The contents of the training and procedures manual shall, with the necessary changes, include the elements prescribed in Document SA-CATS 51 as far as they are appropriate to the type of aviation training to be provided.
- (6) The Director or the body designated for the purpose in terms of Part 149, as the case may be may approve the addition or removal of elements of the training and procedures manual to meet the unique requirements of a RATF.

Quality System

51.02.3 (1) The RATF shall establish a quality assurance system, acceptable to the Director or the body designated for the purpose as the case may be which complies with all requirements as prescribed in Document SA-CATS 51.

(2) The minimum standards for a quality assurance system shall be as prescribed in Document SA-CATS 51.

Personnel requirements

51.02.4 (1) The RATF shall nominate engage, employ or contract –

- (a) a senior person identified as the accountable manager and compliance officer of the organisation, 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 or the body designated for the purpose in terms of Part 149, as the case may be with a view to ascertain correct manners of compliance with the said requirements, and interpretations of such requirements by the Director or the body designated for the purpose in terms of Part 149, as the case may be, and to facilitate liaison between the Director or the body designated for the purpose in terms of Part 149, as the case may be 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 control, 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 plan, conduct and supervise the standard aviation training covered by the application.

(2) The RATF shall establish a procedure acceptable to the Director or the body designated for the purpose in terms of Part 149 as the case may be for initially assessing, and a procedure for maintaining, the competence of those personnel involved in planning, conducting or supervising the aviation training covered.

(3) The RATF shall ensure that those personnel responsible for training or assessing students, have a combination of competence and experience adequate for the level of competence required by the Director or the body designated for the purpose as the case may be for such training or assessment.

(4) (a) The RATF shall ensure that all instructional personnel receive initial and recurrent training appropriate to their assigned tasks and responsibilities.

(b) The training programme established by the RATF shall include training in knowledge and skills related to human performance.

Accommodation, facilities and equipment

51.02.5 (1) The RATF shall ensure that the facilities and working environment are appropriate for the aviation training to be performed and are acceptable to the Director or the body designated for the purpose as the case may be.

Accreditation Approval

51.02.6 The RATF shall obtain approval from the Director or the body designated for the purpose in terms of Part 149, as the case may, for conducting the aviation training covered by the application.

Application for approval or amendment thereof

51.02.7 An organisation applying for a RATF approval to conduct aviation training, or an amendment thereof, shall –

- (a) follow the approval or amendment process prescribed in Document SA-CATS 51 for RATFs; and
- (b) ensure that the application is accompanied by the appropriate fee as prescribed in Part 187.

Issuing of approval

51.02.8 The Director or the body designated for the purpose in terms of Part 149, as the case may be, shall issue a RATF approval to conduct recreational aviation training, if the applicant complies with the requirements prescribed in this Part.

(2) The Director or the body designated for the purpose in terms of Part 149, as the case may be, shall issue the approval on the appropriate prescribed form.

(3) The approval shall contain at least the following:

- (a) the facility's name and location;
- (b) the date of issue and period of validity, where applicable;
- (c) the terms of approval; and
- (d) the facility's certificate number.

Scope of approval

51.02.9 A RATF approval shall specify the recreational aviation training which the holder of the approval is entitled to conduct.

Period of validity

51.02.10 (1) A RATF approval shall be valid for the period determined by the Director or the body designated in terms of Part 149 for the purpose as the case may be, which period shall not exceed one year, calculated from the date of issuing 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 or the body designated for the purpose in terms of Part 149, as the case may be.

(3) If the holder of an approval applies for the renewal of the approval at least 60 days prior to the expiry of the approval, then approval shall, notwithstanding sub-regulation (2), remain in force until the Director or the body designated for the purpose in terms of Part 149, as the case may be, issues the renewal thereof.

(4) The holder of an approval which expires shall forthwith surrender the approval to the Director or the body designated for the purpose in terms of Part 149, as the case may be.

(5) 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.

(6) The holder of an approval which is cancelled, shall, within 30 days from the date on which the approval is cancelled, surrender such approval to the Director or the body designated for the purpose in terms of Part 149, as the case may be.

Transferability

51.02.11 A RATF approval issued in terms of this Part is not transferable.

Renewal of approval

51.02.12 (1) An application for the renewal of a RATF approval shall be –

- (a) made to the Director or the body designated for the purpose in terms of Part 149, as the case may be, on the appropriate prescribed form; and
- (b) be accompanied by –
 - (i) the appropriate fee as prescribed in Part 187; and
 - (ii) the training and procedures manual referred to in regulation 51.02.2.

(2) The holder of the approval shall at least 60 days immediately preceding the date on which such approval expires, apply for the renewal of such approval.

Duties of holder of approval

51.02.13 The holder of a RATF approval shall –

- (a) keep at least one complete and current copy of its training and procedures manual referred to in regulation 51.02.2, at each recreation aviation training facility specified in the training and procedures manual;
- (b) comply with all procedures detailed in the training and procedures manual and with the appropriate requirements prescribed in this Part.
- (c) make each applicable part of the training and procedures manual available to the personnel who require those parts to carry out their duties; and

Documents and records

51.02.14 (1) The holder of a RATF approval shall –

- (a) retain detailed student records to show that all requirements of all the training presented under the facility's approval have been met as approved by the Director or the body designated for the purpose in terms of Part 149, as the case may be;
- (b) establish procedures to control the documents referred to in paragraph (a).

(2) The procedures referred to in sub-regulation 1(b) shall be made to ensure that –

- (a) all documents are reviewed and authorised by the appropriate personnel before the issuing thereof;
- (b) current issues of all relevant documents are available to those personnel involved in recreational aviation training undertaken by the holder of the approval;
- (c) all obsolete documents are promptly removed from all points of issue or use; and
- (d) changes to documents are reviewed and authorised by the appropriate personnel.

(3) The holder of the approval shall establish procedures to maintain all records which may be necessary –

- (a) for the specified recreation aviation training conducted by such holder;
- (b) to determine compliance with the requirements prescribed in this Part.

(4) The procedures referred to in sub-regulation (3) shall be made to ensure that –

- (a) a record is kept of each person who conducts the specified aviation training, including particulars of the competence assessments and experience of each such person;
- (b) a record is kept of each student being trained or assessed by the holder of the approval, including particulars of enrolment, attendance, modules, instructor comments and any flight or similar practical sessions and assessments of each such student;
- (c) all records are legible; and
- (d) all records are kept for a period of at least five years calculated from the date of the last entry made in such records.

Pilot training programmes

51.02.15 Pilot training will be done by the RATF in terms of the syllabi as prescribed in Document SA-CATS 62 or Document SA-CATS 68.

Oversight

51.02.16 The Director or the body designated for the purpose in terms of Part 149, as the case may be, shall maintain an effective oversight programme of the RATF to ensure continued compliance with the approval's requirements.

Evaluation and checking

51.02.17 If the Director or the body designated for the purpose in terms of Part 149, as the case may be, authorises a recreation aviation training facility to conduct the testing required for the issuing of a licence or rating, the testing shall be conducted by suitably qualified personnel.

SUBPART 3: TEMPORARY APPROVAL OF RECREATION AVIATION TRAINING FACILITY

Requirements for approval

51.03.1 (1) No organisation shall conduct temporary recreation aviation training except under the authority of, and in accordance with the provisions of, a RATF approval issued under this Subpart

(2) A RATF applying for a RATF approval to conduct temporary recreation aviation training, shall –

- (a) engage, employ or contract suitably qualified personnel to plan, conduct and supervise the temporary recreation aviation training covered by the application;
- (b) ensure that the facilities and resources are adequate to enable the personnel to conduct such temporary aviation training; and
- (c) have documented procedures for conducting such temporary recreation aviation training.

Application for approval

51.03.2 An application for the issuing of a RATF approval to conduct temporary recreation aviation training, shall be –

- (a) made to the Director or the body designated for the purpose in terms of Part 149, as the case may be, on the appropriate prescribed form; and

(b) accompanied by –

- (i) the appropriate fee as prescribed in Part 187; and
- (ii) proof of compliance with the requirements prescribed in regulation 51.03.1.

Issuing of approval

51.03.3 (1) The Director or the body designated for the purpose in terms of Part 149, as the case may be, shall issue a RATF approval to conduct temporary recreation aviation training, if the applicant complies with the requirements prescribed in regulation 51.03.1.

(2) The Director or the body designated for the purpose in terms of Part 149, as the case may be, shall issue the approval on the appropriate prescribed form.

Scope of approval

51.03.4 A RATF approval issued in terms of this subpart shall specify the temporary aviation training which the holder of the approval is entitled to conduct.

Period of validity

51.03.5 (1) A RATF approval issued in terms of this subpart shall be valid for the period required to conduct the specified temporary recreation aviation training.

(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 or the body designated for the purpose in terms of Part 149, as the case may be.

(3) The holder of an approval which expires, or which has been suspended or cancelled shall forthwith surrender within 30 days the approval to the Director or the body designated for the purpose, in terms of Part 149, as the case may be.

Transferability

51.03.6 A RATF approval issued in terms of this Part is not transferable.

Duties of holder of approval

51.03.7 (1) The holder of a RATF approval issued in terms of this Part shall –

- (a) continue to comply with the appropriate requirements prescribed in this Part;
- (b) ensure that documents and records are kept as prescribed in regulation 51.02.14 and Document SA-CATS 51.

Subpart 4

This part shall apply to training specific to ARO's

51.04.1