



# Guidance Material Manufacturing Organization Approval

Date: 20 September 2018

Subject: **GUIDANCE MATERIAL FOR MANUFACTURING ORGANISATION  
APPROVAL**

## 1. INTRODUCTION

This guidance document has been developed for use by applicants for CAR PART 148 Manufacturing Organization approval. Its intent is to guide the applicant through the Five (5) phase certification process that would be undertaken to certify the prospective applicant. The 5 phase process consists of the following:-

- ❖ Pre-application
- ❖ Formal application
- ❖ Document Evaluation
- ❖ Demonstration & Inspection
- ❖ Certification

## 2. PRE-APPLICATION PHASE

The prospective applicant must make an initial inquiry in a form of a letter (letter of intent), stating the applicant's intended scope of work (manufacturing). The letter must be submitted to the Admin Officer: Manufacturing on the following details:-

### Delivery Address Details

**South African Civil Aviation Authority  
Manufacturing Section  
Ikhaya Lokundiza 1,  
16 Treur Close,  
Waterfall Park,  
Bekker Street,  
Midrand, Gauteng**

**Email Address :eng@caa.co.za**

- 2.1. A letter from the designated SACAA Project Leader will be sent to the applicant acknowledging the submitted letter of intent and also schedule a pre-application meeting. The meeting will be held at the SACAA Head Office and the organization's key management personnel will be required to attend this meeting. If the applicant is unable to attend the meeting, the SACAA can be requested to conduct the meeting at the applicant's premises at the applicant's expense.
- 2.2. *During the pre-application meeting, the applicant's eligibility to SACAR, Part 148 will be determined.*
- 2.3. *The applicant meeting the SACAR ,Part 148.01.2 requirements will be provided with the certification information package, which includes:-*
  - 2.3.1. Prospective Manufacturer's Pre-assessment Statement (PMPS)
  - 2.3.2. Statement of Compliance
  - 2.3.3. TGM for Manual of Procedure & *Safety Management System*
  - 2.3.4. Application Form for Manufacturing Organization Approval
  - 2.3.5. Proposed Schedule of Events
  - 2.3.6. Regulation & Technical Standard Extracts

### **3. FORMAL APPLICATION PHASE**

- 3.1. In this phase the applicant must submit the following, which constitutes the formal application *with proof of payment(please refer to SACAR Part 187 for the latest fees) to the SACAA project leader:-*
  - 3.1.1. A Completed Statement of Compliance
  - 3.1.2. A Completed Proposed Schedule of Events
  - 3.1.3. A Manual of Procedures including the Quality Manual (two Manuals ~~one copy~~)
  - 3.1.4. *A Safety Management System Manual (Two Manuals)*
  - 3.1.5. An Initial Training Programme / Plan
  - 3.1.6. A Certificate of company registration
  - 3.1.7. A SACAA Product Approval / Suitable Agreement from a holder of a Product Approval
  - 3.1.8. Key management personnel qualifications / resumes
  - 3.1.9. A completed capability list.
  - 3.1.10. Copies of sub contracts agreements
- 3.2. The capability list must identify each article by make and model, part number, or other nomenclature designed by the article's manufacturer. Furthermore, it must specify the percentage of manufacturing from raw material versus the amount of subcontracting. This should include the amount of manufacturing versus the percentage of items bought off the shelf.
- 3.3. The SACAA project leader will conduct a cursory review of the applicant's submission.

3.4. Upon the review of the applicant's submitted documentation, the SACAA project leader will provide the applicant with a letter either accepting or rejecting the Applicant submission.

3.5. Please note that acceptance of the submission does not constitute approval of any attached documents.

#### 4. DOCUMENT EVALUATION PHASE

4.1. The SACAA project leader will perform an in-depth review of all the submitted documentation. This is to ensure that the documents meet the SACAA standard and requirements.

4.2. If the submitted manual and/or documents are satisfactory, they will be accepted or approved as required by the SACAR's.

4.3. However, if the manual and/or documents are incomplete or deficient, a letter will be sent to the applicant noting all the non-compliances. The noted non-compliances must be rectified before the manual and/or documents can be approved or accepted. The next phase would not commence until all documents has been approved or accepted also.

**NOTE:** *An hourly rate in accordance to SACAR Part 187 will be charged for every hour spent reviewing the submitted documentation.*

#### 5. DEMONSTRATION AND INSPECTION PHASE

5.1. In this phase the applicant will be required to demonstrate its ability to comply fully with SACAR Part 148 requirements and M.O.P. The applicant will be required to demonstrate the abovementioned under the observation of the SACAA project leader.

5.2. The demonstration stage includes the evaluation of the following:

5.2.1. On-site evaluation of tools and equipments, facility, policies, procedures, methods & instructions as described in the applicant's manual and other documentations, SACAR and/or other national standards that are applicable.

5.2.2. On site evaluation, inspection will be planned and conducted with sufficient time and customized to take into consideration the size and scope of the organization.

5.2.3. Non-compliances noted during this phase will be brought to the attention of the applicant and they must be rectified before the next phase can commence.

**NOTE:** *If the applicant is unable to meet the milestones specified in the Schedule of Events, the Authority will need equivalent amounts of time, as agreed upon during the meeting, to make the necessary reviews and inspections*

#### 6. CERTIFICATION PHASE

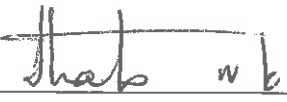


Once the applicant has met all the regulatory requirements and addressed all non-compliances noted during the Demonstration & Inspection Phase, the Manufacturing Organization Approval and Terms of Approval will be presented to the applicant. This completes the certification process.

6.1. The certificate will contain the following information:-

- ❖ Certificate Holder's Name
- ❖ Certificate Holder's Address
- ❖ Assigned Approval Number

❖ Limitations

- 6.2. Once certified, the applicant will be responsible for continued compliance with the SACAA regulations, limitations and privileges of the certificate and Terms of Approvals.
- 6.3. The SACAA will be responsible for conducting periodic inspections of the Approval holders operations to ensure the approval holder's continued compliance to the SACAA regulations, limitations & privileges of the certificate and Terms of Approval. These periodic inspections include surveillance inspections, Ad-hoc inspections and audits.

<b>REVIEWED &amp; VALIDATED BY:</b>		
	<b>LOBANG THABANTSO</b>	<b>20 September 2018</b>
<b>SIGNATURE OF MANAGER: AIRWORTHINESS ENGINEERING</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>REVIEWED &amp; RECOMMENDED BY:</b>		
	<b>MDUDUZI SIKHOSANA</b>	<b>20 September 2018</b>
<b>SIGNATURE OF SENIOR MANAGER: AIRWORTHINESS</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>APPROVED BY:</b>		
	<b>SIMON SEGWABE</b>	<b>20 September 2018</b>
<b>SIGNATURE OF EXECUTIVE MANAGER: AVIATION SAFETY OPERATIONS</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>