

SOUTH AFRICAN



# Technical Guidance Material

## FOR A CERTIFICATION OF A PART 147 DESIGN ORGANISATION

**Subject:** GUIDANCE MATERIAL FOR DEVELOPMENT OF TECHNICAL MANUAL OF PROCEDURES

**Date:** 21 June 2013

### 1. APPLICABILITY:

1.1. Part 147 of the Civil Aviation Regulations (CAR) of 1997 as amended

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### 3. INTRODUCTION

This guidance document has been raised for use by applicants for PART 147 Design organisation approval. Its intent is to guide applicants in the procedural requirements up to the point where the first formal visit to the organisation by an assessment team from the Authority will take place.

#### **4. FIRST STEPS**

- 4.1. Have you read PART 147 Design Organisations and the associated advisory material (SA-CATS-DO & guidance material (GM)). If not copies can be obtained from the SACAA website, [www.caa.co.za](http://www.caa.co.za) PART 147 is an annex to SACAR of 1997 as amended which can be found on the website library of South African Civil Aviation Regulations.
- 4.2. Do you qualify? Read PART 147 and associated advisory material and if you conclude that you do qualify complete the necessary application form (147.01) and return to the CERTIFICATION ENGINEERING SECTION Applications and Approvals Section at the address indicated in Paragraph 6 together with the appropriate fees. Details of the fees applicable are supplied with this guidance pack. Please note that no assessments/investigation into your organisation will commence until the necessary fees have been paid.
- 4.3. As any CAA Approval is vested in a legal entity and this is defined by the Certificate of Company Registration in the case of an organisation, a copy of this certificate is needed with your application to allow us to correctly identify your organisation. If you wish to be known by a name other than that shown on the Certificate of Registration please identify this "trading name" and it can be shown on any future documentation in addition to your legal name.
- 4.4. If you require guidance or have difficulty completing some of the questions please contact the Certification Engineering section.

#### **5. NEXT STEPS**

- 5.1. You will receive a formal letter advising you that your application has been received within 10 working days. If you do not receive this within the stipulated time then please contact Applications and Approvals section.
- 5.2. If your submission is acceptable then the next contact from the SACAA will be to organise an initial visit to your organisation to confirm that you are eligible for approval, estimate the size and duration of any assessment and answer any queries you may have relating to the approval process.
- 5.3. If your application has been accepted you will now be expected to supply a draft manual of procedures (MOP).

#### **6. THE MANUAL OF PROCEDURES (MOP)**

- 6.1. Reference should be made to section 7 of this document for advice on the compilation of a MOP. Other information essential when compiling the MOP is: PART 147.02.2; SA CATS-DO document and the Manual of Procedures Compliance Checklist supplied with this guidance package.
- 6.2. When complete you should send a draft copy of the MOP to the Certification Engineering section at the address indicated below.

#### **7. THE CERTIFICATION/ASSESSMENT (TEAM AUDIT)**

- 7.1. When you have supplied a MOP you will be contacted by the Design Organisation Approval Team Leader (DOATL) to confirm the approval process to you and agree the certification/assessment plan and dates, the team leader may wish to visit your organisation to facilitate this.
- 7.2. The length and scope of the certification/assessment will be confirmed to you in writing prior to commencement, as will the number of Authority staff participating.
- 7.3. The accountable manager (or designate) must be available for at least part of the visit and will be required to attend the de-brief following the visit.
- 7.4. The investigation will commence with an opening meeting during which introductions can be made and the format and scope of the audit discussed and revised if circumstances on the day prevent its adherence due to staff illness etc.
- 7.5. You should provide sufficient members of staff to allow each member of the certification/assessment team to be accompanied by a relevant specialist. These persons will be expected to act in a liaison capacity and verify any findings or deficiencies found during the certification/assessment. It is therefore essential that they are of sufficient status within the organisation to be knowledgeable of the topics being addressed.
- 7.6. At the end of the team visit a closing meeting will be utilised to advise you of any visit findings or deficiencies and these will be left with you at the end of the visit and a letter confirming this will also be sent to you.
- 7.7. The findings should be addressed in the time period stipulated and the corrective actions forwarded to the DOATL together with any required amendments to the MOP.
- 7.8. You will then be contacted by the DOATL to advise you of the next stages of the PART 147 approval process.

## **8. USEFUL ADDRESSES AND CONTACT TELEPHONE NUMBERS**

South African Civil Aviation Authority  
 Design Organisation Certification Section  
 Ikhaya Lokundiza,  
 16 Treur Close,  
 Waterfall Park,  
 Bekker Street,  
 Midrand, Gauteng

Direct Dial Telephone Number: 011 545 1144  
 Fax Number: 011 545 1462  
 Switchboard: 011 545 1000  
 Email: ndalap@caa.co.za

## **9. GUIDANCE MATERIAL ON THE COMPILATION OF A DESIGN ORGANISATION MANUAL OF PROCEDURES (MOP)**

This paragraph has been included in guidance to give prospective applicants of PART 147 some guidance into the compilation of a Design Manual of Procedures (MOP).

- 9.1. PART 147.02.2 requires the organisation to submit to the SACAA a manual of procedures providing information as listed in SA CATS-DO. The MOP must be amended as necessary to remain an up-to-date description of the Organisation, and copies of amendments must be supplied to the SACAA for approval prior to implementation of such amendment.

- 9.2. The purpose of the MOP is to set forth in a concise document format the organisational relationships, responsibilities, procedures, means and methods of the Organisation.
- 9.3. When an organisation is approved against any other requirement needing a manual it may be acceptable to produce a combined document that also meets the requirements of subpart 2 or subpart 3.
- 9.4. With the above in mind it is recommended that a common format of document be utilised. A MOP Compliance Checklist that follows an accepted format for other requirements and also satisfies PART 147.02.2 read together with SA CATS-DO. However you may wish to utilise existing quality documentation (Quality Manual, Manual of Procedures, etc.) in support of the MOP. This may be acceptable provided the requirements of PART 147.02.2 read together with SA CATS-DO are adhered to. If you wish to consider adopting this approach it is recommended that you consult the CERTIFICATION ENGINEERING SECTION prior to commencing for further advice.
- 9.5. Section 1(Management) of the MOP should be completed in full and if it is a combined document clearly identify what information relates to the DESIGN ORGANISATION (DO).
- 9.6. Where the procedures required in Section 2(Design Procedures) and Section 3(Quality Control System) are defined in other manuals, procedures, instructions, etc. these may be cross referred to along with a summary of the information. It should be noted, however, that the documents cross referenced formally become part of the Manual of Procedures.
- 9.7. The MOP should be included in the organisation's document control system, be uniquely identified, have a controlled and documented distribution, contain a frontispiece which details the organisation's name, address, telephone and fax numbers, the PART 147 Approval number and document reference number.
- 9.8. The document amendment system should be described in Section 1 of the MOP and at a minimum should contain such detail as how the document is amended/re-issued and how the lower order documents referenced in Section 2 are amended, bearing in mind that the SACAA may require all or some of these amendments to be submitted to them for approval. If this is the case, such documents must be listed.
- 9.9. The MOP should also contain a list of effective pages and each page clearly numbered and identified with its amendment/issue status.
- 9.10. PART 147 requires that the accountable manager make a corporate commitment that the organisation will comply with PART 147 and any other applicable mandatory requirements published by the SACAA. This commitment is to be undertaken by the accountable manager signing the statement, as below, and including it in Section 1.1 of the Manual of Procedures.

## **10. CORPORATE COMMITMENT BY THE MANAGER ACCOUNTABLE**



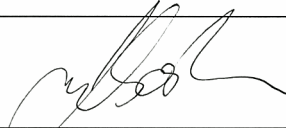
This MANUAL OF PROCEDURE defines the organisation and procedures upon which the South African Civil Aviation Authority PART 147 approval is based.

These procedures are approved by the undersigned and must be complied with, as applicable, when work/orders are being progressed under the terms of the PART 147 approval.

It is accepted that these procedures do not override the necessity of complying with any new or amended regulation published by the South African Civil Aviation Authority from time to time where these new or amended regulations are in conflict with these procedures.

It is understood that the South African Civil Aviation Authority will approve this organisation whilst the South African Civil Aviation Authority is satisfied that the procedures are being followed and work standards maintained. It is further understood that the South African Civil Aviation Authority reserves the right to suspend or cancel the PART 147 approval of the organisation if the South African Civil Aviation Authority has evidence that procedures are not followed or standards not upheld.

On behalf of (Quote Organisation's Name)

SIGNATURE ACCOUNTABLE MANAGER	NAME IN BLOCK LETTERS	DATE RECEIVED
<b>DEVELOPED BY:</b>		
	EDWIN PHEFO	21 JUNE 2013
SIGNATURE OF ACTING MANAGER: CERTIFICATION	NAME IN BLOCK LETTERS	DATE
<b>REVIEWED &amp; VALIDATED BY:</b>		
	LOBANG THABANTSO	21 JUNE 2013
SIGNATURE OF ACTING SENIOR MANAGER: CERTIFICATION	NAME IN BLOCK LETTERS	DATE
<b>APPROVED BY:</b>		
	SUBASH DEVKARAN	21 JUNE 2013
SIGNATURE OF GENERAL MANAGER: AIRCRAFT SAFETY	NAME IN BLOCK LETTERS	DATE