

	<i>Department:</i>	<i>Airworthiness: Engineering</i>		Form Number: CA 101-148a	
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	<i>Physical address</i>	12 Byls Bridge Boulevard, Building No 2, Byls Bridge Office Park Centurion			
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UAS MANUFACTURER PROPOSED SCHEDULE OF EVENTS					

POPIA CONSENT AGREEMENT:
In accordance with the provisions of the Protection of Personal Information Act No. 4 of 2013 ("POPIA"), all personal information must be processed lawfully and in a manner that does not infringe upon the data subject's right to privacy. By completing this form in accordance with the Civil Aviation Act No. 13 2009 , you consent to the collection, processing, and, where necessary, the disclosure of the personal information provided herein for purposes strictly related to regulatory, administrative, operational, and compliance requirements .This may include, but is not limited to, processing the information for approvals, certification, communication, publication, or any related function reasonably required to fulfil the purpose for which the information was submitted. Such information will only be shared with authorised third parties, including regulatory bodies such as the Department of Transport, service providers, consultants, or other relevant stakeholders, solely to the extent necessary to discharge the aforementioned obligations. The South African Civil Aviation Authority ("SACAA") recognises the importance of protecting personal information and undertakes to process and/or publish such information with the highest level of care and in full compliance with the safeguards and obligations imposed by POPIA. (For more information on how the SACAA processes your personal information, kindly refer to our Privacy policy on the SACAA website (link: https://www.caa.co.za/paia-and-privacy/).

CERTIFICATION					
PARTICULARS REGARDING THE APPLICANT					
Full name of organization					
Trade name, if applicable					
Address of the principal (main) base where functions will be conducted, include address of			Postal address		
	Postal code			Postal code	
Secondary Base if applicable. Do not use Post office Box					

Proposed Schedule of Events				Start or Submission Date	Revised Start Date
I PRE-APPLICATION PHASE					
A.	Initial Orientation: Inspector				
1.	Receive applicant's letter of intent				
B.	Certification Team Designated				
	<i>Note: Information Provided by the CAA at Pre-Application Meeting</i>				
	Name	Speciality			
PM					
C.	Preliminary Discussions				
	a. Applicant submit the completed UPOPS				
D.	Attend Pre-application Meeting				
1.	Discuss overview of Certification Process and assess the completed and signed UPOPS				
2.	Receive Application Package containing:				
	a.	Manual of Procedure (TGM-Annex A)			
	b.	A standard set of Terms of Recognition			
	c.	Application Form			
	d.	Proposed Schedule of events			
3.	Formal application submissions explained by the SACAA Team				
a.	Submission of the Application Form with proof of payment.				
b.	Review Impact if Schedule of events not met				
II FORMAL APPLICATION PHASE					
A.	Review Applicant Submission				
	1.	Formal Application Meeting (if needed)			
		Date	Time		
	a.	Discuss each Submission			
	b.	Resolve Discrepancies/Open Items			
	c.	Review Schedule of events			
	2.	Formal Application Attachments			
	a.	Manual of procedure			
	b.	Management and Key Staff qualifications/resumes			

Proposed Schedule of Events			Start or Submission Date	Revised Start Date
	c.	SSA/ Suitable Agreement from SSA holder of the product.		
	d.	Certificate of company registration		
	e.	A completed capability list		
	f.	Copies of sub-contractors' agreements		
B.	Receive Letter Accepting/Rejecting Application			
III DOCUMENT EVALUATION PHASE				
A.	Applicable Training Programs Evaluation			
	1.	Training Curricula		
	a.	Company Procedures Indoctrination		
	b.	Recurrent Training		
B.	Management Qualifications Evaluation			
1.	Accountable Manager			
2.	Alternate Responsible Person:			
3.	Quality Manager/s			
4.	Others			
C.	Manual of Procedure			
IV DEMONSTRATION & INSPECTION PHASE				
A.	Evaluation of Organisational Processes			
	1.	Manufacturing Process		
	2.	Quality System		
B.	Procedures & policies			
C.	Facility, tools & equipment, etc			
V CERTIFICATION PHASE				
A.	Manufacturing Certificate & Standard set of Terms of Recognition presented.			
B.	Review Certification File			
	1.	Temp file consists of:		
	a.	Formal Application Letter		
	b.	Copy of Terms of Recognition		
	c.	Copy of Certificate		
	d.	Audit report		
	e.	invoice & payment		
	2.	Certificate distributed to applicant		

Proposed Schedule of Events		Start or Submission Date	Revised Start Date
C.	Post Certification Surveillance Program Developed and Implemented by the SACAA		
	1.	Update Database	
	2.	Schedule surveillance Inspection	
SIGNATURE OF APPLICANT		NAME IN BLOCK LETTERS	DATE
SIGNATURE OF SACAA PROJECT LEADER		NAME IN BLOCK LETTERS	DATE