



TECHNICAL GUIDANCE MATERIAL

on Environmental Occurrences- Notification and Reporting in Civil Aviation

Subject: TECHNICAL GUIDANCE MATERIAL ON ENVIRONMENTAL OCCURRENCES –
NOTIFICATION AND REPORTING IN CIVIL AVIATION

Date: 26 AUGUST 2025

1. APPLICABILITY

- 1.1. This TGM is applicable throughout all service providers or organisations in which the SACAA has a controlling interest;
- 1.1.1. CAR 34.03.1- intentional fuel venting and environmental incident management
 - 1.1.2. CAR 34.03.3-threatened or protected ecosystems and species

2. PURPOSE

- 2.1. The purpose of this document is to:
- 2.1.1. The overall purpose is to ensure that the adverse impact(s) of the aviation sector are prevented, minimized or reduced and not to attribute liability or blame.
 - 2.1.2.
 - 2.1.3. To ensure that the SACAA is notified of the action taken on aviation related hazardous or potentially hazardous occurrences that are classified as environmental legal infringements by the

3. REFERENCES

- i. CAR 34
- ii. ICAO Doc 9889 (Airport Air Quality Manual)
- iii. National Environmental Management; Air Quality Act 59 of 2004 and the Regulations made thereunder.
- iv. The National Framework for Air Quality Management in RSA

4. TERMS AND ABBREVIATIONS:

TERM	DEFINITION
Contaminated	The presence in or under any land, site, buildings or structures of a substance or micro-organism above the concentration that is normally present in or under that land, which substance or micro-organism directly or indirectly affects or may affect the quality of the soil or the environment adversely.
Disposal	The burial, deposit, discharge, abandoning, dumping, placing or release of any

	waste into, or onto, any land.
Ecosystem	A dynamic system of plant, animal and micro-organism communities and their non-living environment interacting as a functional unit.
Emergency situation	A situation that has arisen suddenly that poses an imminent and serious threat to the environment, human life or property, including a 'disaster' as defined in Section 1 of the Disaster Management Act 57 of 2002, but does not include an incident.
Environment	The surroundings within which humans exist and that are made up of- <ul style="list-style-type: none"> i. the land, water and atmosphere of the earth ii. micro-organisms, plant and animal life iii. any part or combination of (i) and (ii) and the inter-relationships among and between them; and iv. the physical, chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being.
Hazard Incident	A source of or exposure to danger An unexpected, sudden and uncontrolled release of a hazardous substance, including from a major emission, fire or explosion, that causes, has caused or may cause significant harm to the environment, human life or property;
Pollution	Includes any incident or accident in which a substance- <ul style="list-style-type: none"> i. pollutes or has the potential to pollute a water resource; or ii. has, or is likely to have, a detrimental effect on a water resource. Any change in the environment caused by- <ul style="list-style-type: none"> i. substances; ii. radio-active or other waves; or iii. noise, odours, dust or heat. emitted from any activity, (including provision of services), whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future.
Responsible person	Includes any person who- <ul style="list-style-type: none"> i. is responsible for the incident ii. owns any hazardous substance involved in the incident; or iii. was in control of any hazardous substance involved at the time of the incident
Relevant authority	Means- <ul style="list-style-type: none"> i. a municipality with jurisdiction over the area in which an incident occurs ii. a provincial head of department or any other provincial official designated for that purpose by the MEC in a province in which an incident occurs; iii. the Director-General of the Department of Forestry, Fisheries and the Environment (DFFE); iv. any other Director-General of a national department.

ABBREVIATION**DESCRIPTION**

AECS	Aviation Environmental Compliance Specialist
SACARs	South African Civil Aviation Regulations
SACATS	South African Civil Aviation Technical Standards
NDoT	National Department of Transport
DFFE	Department of Forestry, Fisheries and the Environment
DWS	Department of Water and Sanitation
E: ASI	Executive: Aviation Safety Infrastructure
ICAO	International Civil Aviation Organisation
MEC	Member of the Executive Council
NEMA	National Environmental Management Act 107 of 1998
NWA	National Water Act 36 of 1998
SACAA	South African Civil Aviation Authority

5. REPORTING GUIDELINES

- 5.1. Notification and reporting of environmental occurrences shall be done using the Environmental Occurrence Report Form CA 139-16 on the SACAA AEP webpage.
- 5.2. The form is to be emailed to the AEP section within 48 hours of the occurrence, using the following:
Email:environment@caa.co.za
- 5.3. Kindly ensure the subject line contains the following information:
 - 5.3.1. Type of occurrence, location, date of occurrence e.g., Incident (Soil contamination)- Harrismith, Free State- 30/12/2016

6. ROLES AND RESPONSIBILITIES

- 6.1. The SACAA's responsibility is to give guidance on the environmental regulatory framework within which the industry must operate and ensure that the satisfactory environmental standards are set and maintained. Reporting environmental legal infringements to SACAA enables monitoring of the aviation sector's environmental performance and ensures achievement of a low-Carbon economy. It is not meant to substitute or lessen the responsibilities of all organisations and personnel within the sector.
- 6.2. Established organisational reporting avenues should continue to be utilised. The SACAA reporting system is not intended to duplicate or supersede these. It is therefore the obligation for any organisation:
 - 6.2.1. to report their environmental occurrences and keep records thereof
 - 6.2.2. in alliance with the relevant authority or organisation, investigate and implement the necessary remedial and preventive actions to their environmental legal infringements.
- 6.3. Pertaining to all reported occurrences, including those raised by SACAA employees, the SACAA will:
 - 6.3.1. make the necessary assessments and provide guidance to ensure that the aviation industry is taking the fundamental channels for remedial and preventative action.
 - 6.3.2. Provide guidance to ensure that the occurrence management process is done consistent with the relevant national environmental legislation
 - 6.3.3. revise AEP regulations where necessary

7. IDENTIFICATION, CLASSIFICATION AND RESPONDING TO ENVIRONMENTAL OCCURRENCES

- 7.1. After knowledge of the occurrence, the responsible person must take all reasonable measures to contain and minimize the effects of the occurrence on the environment. Emergency response is to be commenced in accordance to the area's emergency response plan.
- 7.2. The steps to be followed in the event of an occurrence are outlined in Figure 1.

IDENTIFICATION OF ENVIRONMENTAL OCCURENCE

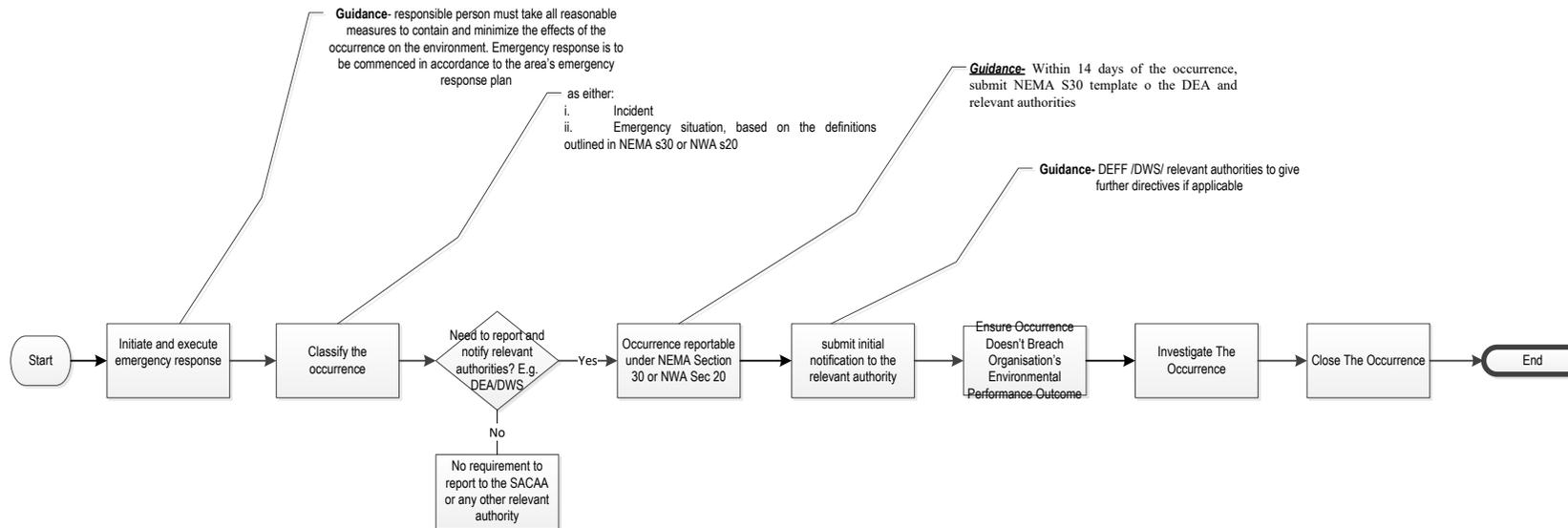


Figure 1

AMENDED BY:		
	EVELYN SHOGOLE	26 AUGUST 2025
SIGNATURE OF AECS	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	TEMBISA MAPHIKE	27 OCTOBER 2025
SIGNATURE OF E: ASI	NAME IN BLOCK LETTERS	DATE

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