

GUIDANCE MATERIAL INSPECTORS

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

AIR OPERATOR CERTIFICATION



Table of Contents

1. RECORD OF AMENDMENTS	3
2. LIST OF EFFECTIVE PAGES	4
3. TERMS AND ABBREVIATIONS:.....	5
1. INTRODUCTION	6
2. CONDUCTING BASE INSPECTIONS	6
3. LOCATION OF INSPECTION.	7
4. INSPECTION PREPARATION.	7
5. NOTIFICATION OF INSPECTION.....	7
6. OPERATOR BRIEFING	7
7. CONDUCT OF INSPECTION.	7
8. OPERATIONS MANUAL.	8
9. AREAS OF FOCUS	8
10. RECORDS.....	8
11. AIRCRAFT.	9
12. OPERATIONAL INFORMATION.....	9
13. FACILITIES.	9
14. DEBRIEFING.	9
15. NOTIFICATION OF NON-COMPLIANCES	9
16. TYPES OF NON-COMPLIANCES	9
17. AOC ISSUANCE	10
18. DOCUMENT AUTHORISATION	Error! Bookmark not defined.



TGM FOR CONDUCTING BASE INSPECTION CA AOC-012

1. RECORD OF AMENDMENTS

Amendment Number	Pages Affected	Date Amended	Approved By: Name	Signature
New	All	28 February 2023	S Segwabe	



Department:

Flight Operations

Document Owner:

Executive: Aviation Safety Operations

Name of Document:

TGM FOR CONDUCTING BASE INSPECTION CA AOC-012

2. LIST OF EFFECTIVE PAGES

Revision No.: 4

Column 1				Column 2			
*	PAGE	REVISION	DATED	*	PAGE	REVISION	DATED
	1.	4	28/02/2023				
	2.	4	28/02/2023				
	3.	4	28/02/2023				
	4.	4	28/02/2023				
	5.	4	28/02/2023				
	6.	4	28/02/2023				
	7.	4	28/02/2023				
	8.	4	28/02/2023				
	9.	4	28/02/2023				
	10.	4	28/02/2023				

* Indicates page revised, added or deleted by this revision. Column 2 should be completed only when column 1 is full.



3. TERMS AND ABBREVIATIONS:

3.1. Terms

TERM	DEFINITION
------	------------

Base

inspection is an important function that provides the SACAA with a comprehensive review of all of an operator's activities .

3.2. Abbreviations:

ABBREVIATION	DESCRIPTION
--------------	-------------

AFM	Approved Aircraft Flight Manual
AOC	Air Operator Certificate
AOM	Air Operator Manual
AWOPS	
CG	Centre Of Gravity
CAT	
DCA	Director Of Civil Aviation
E: ASO	Executive: Aviation Safety Operations
MEL	Minimum Equipment List
SACAA	South African Civil Aviation Authority
SACARs	South African Civil Aviation Regulation
SACATS	Civil Aviation Technical Standards



1. INTRODUCTION

1.1 GENERAL

- 1.1.1 The Director for Civil Aviation (DCA) authorizes CAT 11/111 operations in the Republic of South Africa. Lower landing limitations are contained in SACARS 91.02.7 and SACARS 91.07.5.
- 1.1.2 Certification of airports, aircraft systems and crews will be done using criteria contained in this manual. Any questions not covered herein, or any point of apparent conflict requiring resolution, should be referred to the DCA.

1.2 CRITERIA

- 1.2.1 Requests for landing operations in the CAT 11/111 range of weather minima will be considered if the following criteria (set out in greater detail in the chapters which follow) are met:
- a) the aircraft has suitable flight characteristics, an approved list of equipment and acceptable continuing maintenance program;
 - b) the aircraft is operated by a qualified crew in conformity with laid down procedures; and
 - c) the airport is suitably equipped and maintained.

1.3 APPLICATION

- 1.3.1 These instructions are intended for application to South African airports and to aircraft registered in the Republic.
- 1.3.2 Conformity with these instructions will be prerequisite for an operator intending to include CAT 11/111 operations in the operating certificate.
- 1.3.3 Commercial operators of foreign registry, who operate a scheduled or regular service into South Africa and whose aircraft, equipment and crews meet or exceed the criteria described in Chapters 2 and 3 of this manual, may apply to the Minister of Transport for authority to conduct CAT 11/111 operations at South African airports deemed suitable. In such cases, approval for CAT 11/111 operations in the state of registry shall be a prior condition for approval to conduct CAT 11/111 operations in South Africa.

2. CONDUCTING BASE INSPECTIONS

- 2.1. The following Civil Aviation Regulations have relevancy regarding base inspections:
- 2.1.1. An operating certificate shall be valid for such period as may be determined by the Commissioner: Provided that such period shall not exceed a period of 12 months from the date of issuing thereof.
- 2.1.2. If the holder of an operating certificate applies at least 30 days prior to the expiry thereof for a renewal of the operating certificate the operating certificate shall, notwithstanding the provisions of sub regulation (1), remain in force until notified by the Commissioner of the result of the application for its renewal.
- 2.1.3. Safety inspections and audits
- 2.1.4. An applicant for the issuing of an operating certificate 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 an application made in terms of Regulation 121.06.2.
- 2.1.5. The holder of an operating certificate 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. LOCATION OF INSPECTION.**

- 3.1. A base inspection is usually conducted at the operator's main base of operations or place of business. In some cases, operators may elect to retain selected records at different locations, such as at an office.
- 3.2. located in a residence, at an office building, or in portable files. The locations may differ as widely as the operators' activities differ.

4. INSPECTION PREPARATION.

- 4.1. Prior to conducting a base inspection, the inspector should review and become familiar with:
- 4.1.1. General correspondence with the operator.
- 4.1.2. Any applicable manuals.
- 4.1.3. OP001 Flight Operations
- 4.1.4. Previous base and station inspections

5. NOTIFICATION OF INSPECTION.

- 5.1. The inspector should notify the operator to arrange a time when the appropriate personnel and aircraft will be available for the inspection.

6. OPERATOR BRIEFING

- 6.1. Entry meeting agenda
- 6.2. Introduce the team.
- 6.3. Explain the purpose of the inspection/audit.
- 6.4. Emphasise confidentiality of the inspection/audit.
- 6.5. Define the objective and scope of the audit: to establish the correct implementation of procedures set out in the ops manual and other relevant regulations. Point out, however, that international best practice and good common sense cannot always be covered by legislation and the checklist may, therefore, in the interests of flight safety, contain a few items of this nature.
- 6.6. Explain the methodology and that there will be times when it is not possible or necessary to review or examine 100% of a company's operation. This is when sampling principles apply.
- 6.7. Explain non-compliance and the associated gradings.
- 6.8. State when team and team/operator liaison meetings will take place.
- 6.9. 1 Confirm logistical arrangements e.g., available office space.
- 6.10. Verify that all operator staff members are aware of the audit inspection taking place.
- 6.11. Explain the purpose of the closing meeting and confirm the detail and time if possible.
- 6.12. Allow time for the operator to ask questions.
- 6.13. Allocate inspectors to various departments if need be.

7. CONDUCT OF INSPECTION.

- 7.1. The strategy used by an inspector for accomplishing a base inspection depends on the size and complexity of the operator. Because operators conduct business in a variety of ways, it is not necessary to identify each item that must be examined during a base inspection. The various inspection checklists will aid the inspector in accomplishing a base inspection and can be used to record the results. During initial certification, evaluation of some items cannot be conducted until the demonstration flights. To complete a base inspection, inspectors should examine, as a minimum, the items that follow.
- 7.2. It is not the intention of the SACAA to intimidate operators with a large group of inspectors during base inspections. In the case of small to medium sized operators one flight operations and one airworthiness inspector should suffice. For more complex and specialised operators a combination of the following inspectors



may be required:

- 7.2.1. Cabin Safety
- 7.2.2. Dangerous Goods/Cargo
- 7.2.3. AVMED
- 7.2.4. Security
- 7.2.5. OpSpecs.

The inspector should review the operator's OpSpecs to ensure the type of operation proposed is reflected in the base inspection.

8. OPERATIONS MANUAL.

- 8.1. If the operator has either partial or full manuals that provide guidance for flight or ground personnel, the inspector should complete an inspection of the manuals, as applicable.
- 8.2. The inspector should determine whether or not manual procedures are being followed by interviewing operator personnel or by observing employees in the performance of their duties.
- 8.3. The inspector must ensure that the SACAA and operator manuals correlate regarding amendments and that all amendments have been approved.

9. AREAS OF FOCUS

- 9.1. The following points are contained in detail in checklists 121.18(a), (b), (c) and (d). Organisational Structure Management Structure Documentation and records management Flight Safety management
 - 9.1.1. Quality Assurance
 - 9.1.2. Emergency Management
 - 9.1.3. Flight Operations (Operational Control)
 - 9.1.4. AOC
 - 9.1.5. Opspecs
 - 9.1.6. Operations Manuals
 - 9.1.7. Operations Facilities
 - 9.1.8. Dispatch/Flight Following
 - 9.1.9. Leasing
 - 9.1.10. MEL
 - 9.1.11. Routes and areas of operation
 - 9.1.12. Aircraft Documentation
 - 9.1.13. Special Authorisations
 - 9.1.14. Policies and Procedures
 - 9.1.15. Performance
 - 9.1.16. AWOPS
 - 9.1.17. Training and standards
 - 9.1.18. Cabin safety
 - 9.1.19. Dangerous goods
 - 9.1.20. Safety and Security

10. RECORDS.

- 10.1. The inspector should conduct the following records inspections (To ensure operator has an adequate system for tracking and storing):
 - 10.1.1. Trip records
 - 10.1.2. Flight and duty time records
 - 10.1.3. Training records
 - 10.1.4. Operations records

**11. AIRCRAFT.**

- 11.1. If practical, the inspector should examine, during a base inspection, the aircraft used by the operator. In addition to inspecting the aircraft to determine whether or not it is in airworthy condition, the inspector should examine the following items for compliance:
- 11.1.1. Airworthiness and registration certificates
 - 11.1.2. Aeroplane limitations and required placards.
 - 11.1.3. Approved aircraft flight manual (AFM) or AOM carried on board.
 - 11.1.4. Empty weight and centre of gravity (CG) calculations
 - 11.1.5. Instruments and equipment
 - 11.1.6. The approved minimum equipment list (MEL) and its use as authorised by the OpSpecs.(if applicable)
 - 11.1.7. Aircraft records available for inspection

12. OPERATIONAL INFORMATION.

- 12.1. The inspector should inspect the operator's proposed method of control of flight operations (if for initial certification) and continuous reliable operational control (annual base inspection) .

13. FACILITIES.

- 13.1. The inspector should inspect the various physical elements to ensure the facilities support the proposed flight operations.
NOTE: Some operators may elect to retain aircraft maintenance records at the location where maintenance is performed; this location may differ from the operator's main base of operations.

14. DEBRIEFING.

- 14.1. The inspector should plan to debrief the operator as part of the base inspection. Quite often the operator may have participated directly in the inspection and may have the capability to make corrections quickly. The following debriefing points apply:
- 14.1.1. The debriefing should include both acceptable and unacceptable areas.
 - 14.1.2. The inspector must be clear when indicating any areas that the operator must correct before further operations can be conducted.
 - 14.1.3. The inspector should advise the operator that a formal letter containing a listing of the non-- compliances (if any) will be sent to the operator and made part of the operator's file.
 - 14.1.4. The inspector should schedule any required follow-up inspections.

15. NOTIFICATION OF NON-COMPLIANCES

- 15.1. When non-compliances are discovered, inspectors should:
- 15.1.1. Inform the operator in writing of the non-compliances.
 - 15.1.2. Cite the unacceptable procedure, policy, instruction or method and explain how it is inconsistent with the appropriate regulation.
 - 15.1.3. During the AOC initial certification process, inform the operator that certification approval cannot be granted until the non-compliances are resolved.
 - 15.1.4. Schedule a follow-up inspection.
 - 15.1.5. Inform the operator that the re-inspection is at the operators cost.
 - 15.1.6. At the conclusion of the follow-up inspection, debrief the operator.

16. TYPES OF NON-COMPLIANCES






- 16.1. Severe non-compliance:
Constitutes non-compliance which necessitate the exercising of immediate discretionary enforcement action/powers vested in the inspectors, authorized officers and/or authorized persons in the interest of safeguarding aviation safety.
- 16.2. Major non-compliance:
Constitutes non-compliance requiring the client to develop action plans with time frames and coupled with a follow-up inspection to verify rectification of the non-compliance.
- 16.3. Non-compliance:
Constitutes non-compliance which is left to the client to rectify and which will not necessitate a follow-up inspection but which can be followed up at the next inspection. The client is required to notify the SACAA when the rectification has been affected within an agreed timeframe.

17. AOC ISSUANCE

- 17.1. The procedure detailed in ISO OP001 must be followed by the inspector for final AOC issuance.

18. DOCUMENT AUTHORISATION

DEVELOPED BY:		
	Siphamandla Mhlanga	01 March 2023
SIGNATURE OF M: FOD	NAME IN BLOCK LETTERS	DATE
REVIEWED & VALIDATED BY:		
	Eric Mataba	01 March 2023
SIGNATURE OF SM: FOD	NAME IN BLOCK LETTERS	DATE
APPROVED BY:		
	Simon Segwabe	01 March 2023
SIGNATURE OF E: ASO	NAME IN BLOCK LETTERS	DATE