

TECHINICAL GUIDANCE MATERIAL FOR AN ATO FOR THE  
IMPLEMENTATION OF SACATS 141.01.18

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***



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1. RECORD OF AMENDMENTS

(All amendments to this Manual must be made in accordance with GP002 which contains the Manual Amendment Procedure see GP002c)

Amendment Number	Pages Affected	Date Amended	Approved Name	By:	Signature
Original	All	11 December 2023	E Mataba		



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**2. LIST OF EFFECTIVE PAGES**

Revision No.: Original

Column 1				Column 2			
*	PAGE	REVISION	DATED	*	PAGE	REVISION	DATED

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

### 3. PURPOSE

This technical guidance material (TGM) is to provide guidance relating to the objective evidence required to enable compliance to SACATS 141.01.18.

### 4. REFERENCES

- i. Part 141 of The South African Civil Aviation Regulations (SACAR), 2011 (As amended);
- ii. SACATS Part 141 Aviation Training Organisations (ATO).

### 5. QUALITY ASSURANCE AND QUALITY SYSTEM SACATS 141.01.18

- 5.1. The ATO is required to have a signed commitment to quality standards by the Accountable Manager. This is outlined within the quality assurance policy defined by the ATO.
- 5.2. As per the SACATS the Quality Assurance Manual or TPM should contain processes to enable the following:
  - a. Monitor training services and process controls;
  - b. Monitor assessment and testing methods;
  - c. Monitor personnel qualifications and training;
  - d. Monitor training devices and equipment qualification, calibration and functionality, as applicable;
  - e. Conduct internal and external audits.
  - f. Develop, implement, and monitor corrective and preventive actions and associated reporting systems; and
  - g. Utilise appropriate statistical analysis to identify and respond appropriately to trends.
- 5.3. Risk profiling is a process that helps organizations identify and assess the risks they face. In aviation, risk profiling is critical to identify and manage the risks associated with various aspects of aviation operations. This process of risk profiling should be covered within the approved manual and should include processes for the 5 aspects below:
  - a. Identification of risks
  - b. Evaluation
  - c. Risk priority
  - d. Risk mitigation development
  - e. Implementation and monitoring of effective mitigations
- 5.4. A coherence matrix is a tabulated document that lists all the applicable regulatory requirements imposed on an ATO. The aim of the document is to enable ATO's to correct shortcomings identified periodically within their ATO's approved documentation and update their documentation accordingly. This will avoid non compliances being cited at scheduled SACAA inspections. Figure 1 is a brief example of the basic elements that should form part of the document, this is not a complete document. The custodian of the document is the Quality Manager, and the document should be made available to all staff were applicable.

SACAR AND SACATS REFERENCE	MANUAL REFERENCE	ACCOUNTABLE PERSON	AUDIT DATE REVIEWED	FINDING	COMPLIANCE REGISTER REFERENCE
SACAR 1	TPM Part 1 (IV) Pages 15-20	Quality Manager	01-01-23	NIL	N/A

SACAR AND SACATS REFERENCE	MANUAL REFERENCE	ACCOUNTABLE PERSON	AUDIT DATE REVIEWED	FINDING	COMPLIANCE REGISTER REFERENCE
SACAR 12.02.1 SACAR 12.02.2 SACAR 12.02.3 SACAR 12.02.4 SACAR 12.02.5	SMS MANUAL PART 2 Page 10-15	Safety Manager	01-01-23	Level 3	REF AUDIT 01-02 CORRECTIVE ACTION IN PROGRESS
SACAR 24.01.2	TPM Part 2 (d) Page 200-204  Appendix E: List of Aircraft	Responsible Person Aircraft	02-02-23	NIL	N/A
SACAR 60.01.6	TPM Part 2 (c) Page 197-199	Head of Training	02-03-23	NIL	N/A

**FIGURE 1: COHERENCE MATRIX**

5.5. Procedures that enable corrective actions and preventative actions to be reviewed objectively and recorded for trend analysis should be defined. Methods for anonymous reporting should be available within the organisation. Accountability for mitigations required should be implemented timeously with a process for escalation defined.

**6. QUALITY ASSURANCE AUDIT PROGRAMME**

- 6.1. The ATO is required to have an approved audit schedule that has been reviewed and signed by the AM. The schedule should cover the scope of the organisation and include audits to be conducted on external service providers. If audits cannot be conducted as per the approved schedule the organisation should have a defined audit deferral process. These deferred audits should still be conducted within a 12-month schedule period.
- 6.2. Shortcomings identified during an audit should be consolidated onto a compliance register/corrective action register or compliance risk plan and accountability should be assigned accordingly. All shortcomings should be subjected to a root cause analysis.
- 6.3. Deficiencies cited during inspections should also be consolidated onto the compliance register/corrective action register or compliance risk plan.
- 6.4. Items that are overdue because of no evidence to support implementation should be escalated to senior management as per a defined process within the ATO.
- 6.5. Mitigations should be documented for potential conflict of interest for auditors. An example of conflict of interest would be a Quality Assurance Manager who is also the Examination Test Centre manager.

**7. MANAGEMENT REVIEW**

- 7.1. The management review meeting should review the following:
  - a. The results of quality inspections, audits and any other indicators.
  - b. The overall effectiveness of the management organisation in achieving stated objectives; and

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c. The correction of trends, and prevention, where applicable, of future non-conformities.

7.1.1. The organisation must provide evidence indicating improvement of processes following mitigations applied. This may be outlined by using key performance indicators. The indicators should include feedback received by attendees for courses completed.




**8. RECORDS**

8.1. An organisation should maintain records relating to quality for a minimum of 3 years to enable trend analysis and effective review of mitigations applied.

**9. TRAINING**

9.1. Quality assurance training must be completed for all staff based on their level of involvement within the organisation. Training may be conducted by in house quality personnel.

**10. DOCUMENT AUTHORISATION**

<b>DEVELOPED BY:</b>		
	<b>B VORSTER</b>	<b>11 DECEMBER 2023</b>
<b>SIGNATURE OF M: T</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>VALIDATED BY:</b>		
	<b>P. PHOOKA</b>	<b>11 DECEMBER 2023</b>
<b>SIGNATURE OF SM: PEL (Acting)</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>
<b>APPROVED BY:</b>		
	<b>E MATABA</b>	<b>11 DECEMBER 2023</b>
<b>SIGNATURE OF E: SSA</b>	<b>NAME IN BLOCK LETTERS</b>	<b>DATE</b>

END