

# Balloon and Airship Federation of South Africa (BAFSA)



**IN ACCORDANCE WITH SOUTH AFRICAN CIVIL AVIATION REGULATIONS, 2011  
AS AMENDED**

ARO APPROVAL NUMBER SACAA / ARO: 001

## CONTACT DETAILS

082 465 9514

[chairman@bafsa.co.za](mailto:chairman@bafsa.co.za)




MOP 22/04/2021

Revision 2021/1

30/09/21

## 1. DETAILS AND APPROVAL

<b>Title of Manual:</b>	MANUAL OF PROCEDURES
<b>Revision &amp; Amendment Number:</b>	Revision number: 2021/1
	Effective Date: 30/09/2021

PROCESS	NAME	SIGNATURE	DATE
Prepared By	Richard Bovell		30/09/21
Reviewed by the Accountable Manager & Compliance Officer	Richard Bovell		30/09/21
Approved by the South African Civil Aviation Authority	Neil de Lange		20-10-2021

### Statement of Confidentiality

This Manual of Procedures contains information that is confidential and proprietary to Balloon and Airship Federation of South Africa. Balloon and Airship Federation of South Africa submits this document with the understanding that it will be held in strict confidence and will not be disclosed, duplicated, or used, in whole or in part, for any purpose other than the purpose for which it is provided without the written consent of Balloon and Airship Federation of South Africa.

Copyright ©2020 Balloon and Airship Federation of South Africa

All rights reserved.

## 2. TABLE OF CONTENTS

1.	DETAILS AND APPROVAL.....	<b>Error! Bookmark not defined.</b>
2.	TABLE OF CONTENTS .....	3
3.	AMENDMENT RECORD.....	4
4.	LIST OF EFFECTIVE PAGES.....	4
5.	STATEMENT.....	5
6.	PERSONNEL .....	6
6.1.	TITLES AND NAMES.....	6
6.2.	PROCEDURE FOR INITIALLY ASSESSING PERSONNEL AUTHORISED BY THE ARO.....	6
6.3.	PROCEDURE FOR MAINTAINING, THE COMPETENCE OF THOSE PERSONNEL AUTHORISED BY THE ARO .....	6
7.	DUTIES & RESPONSIBILITIES OF THE PERSONNEL SPECIFIED .....	7
7.1	DUTIES AND RESPONSIBILITIES OF THE SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER.....	7
7.2	DUTIES AND RESPONSIBILITIES OF A COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL.....	7
7.3	DUTIES AND RESPONSIBILITIES OF THE ADEQUATE PERSONNEL TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THE APPLICATION.....	8
8.	ORGANISATION CHART.....	9
9.	LOCATIONS.....	9
9.1	Administrative Activities .....	9
9.2	Details of Locations and Functions.....	10
10.	RESOURCES.....	11
11.	AUTHORISATIONS OR DELEGATIONS GRANTED .....	12
11.1	Administrative Activities.....	12
12.	QUALITY ASSURANCE SYSTEM.....	13
12.1	LEVEL OF QUALITY THE ORGANISATION INTENDS TO ACHIEVE .....	13
12.2	INTERNAL REVIEWS .....	14
12.3	A PROCEDURE TO RECORD THE FINDINGS AND COMMUNICATE THEM TO MANAGEMENT .	14
12.4	RESPONSIBLE PERSONS.....	14
12.5	OTHER QUALITY INDICATORS.....	14
12.6	PROCEDURES FOR MANAGEMENT ANALYSIS AND OVERVIEW .....	16
12.7	PROCEDURES FOR RECTIFYING ANY DEFICIENCIES.....	20
12.8	PROCEDURES FOR DOCUMENTING THE COMPLETE REVIEW PROCESS .....	20
13.	CONTROL, AMEND AND DISTRIBUTION .....	21
13.1	Amendments to ARO.....	21
13.2	Distribution of MOP.....	21
13.3	Amendments to MOP .....	21
13.4	Renewal of Approved ARO.....	21
	Annexure 1 : Constitution.....	24

### 3. AMENDMENT RECORD

AMENDMENT	AMENDMENT DATE	DESCRIPTION OF AMENDMENT	AMENDED BY
Page 1	30/09/21	Amendment 1 – Revision & Date	R Bovell
Page 2	30/09/21	Amendment 1 – Dates	R Bovell
Page 4	30/09/21	Amendment 1 – Items 3 & 4	R Bovell
Page 6	30/09/21	Amendment 1 – To Office Bearers	R Bovell
Page 9	30/09/21	Amendment 1 – To Office Bearers	R Bovell
Page 22	30/09/21	Amendment 1 – To Office Bearers	R Bovell
Page 23	30/09/21	Amendment 1 – To Office Bearers	R Bovell

### 4. LIST OF EFFECTIVE PAGES

PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE	PAGE	REVISION & AMENDMENT NO	EFFECTIVE DATE
1	Amendment 1	30/09/21	22	Amendment 1	30/09/21
2	Amendment 1	30/09/21	23	Amendment 1	30/09/21
3	Original	30/05/21	24	Original	30/05/21
4	Amendment 1	30/09/21	25	Original	30/05/21
5	Original	30/05/21	26	Original	30/05/21
6	Amendment 1	30/09/21	27	Original	30/05/21
7	Original	30/05/21	28	Original	30/05/21
8	Original	30/05/21	29	Original	30/05/21
9	Amendment 1	30/09/21	30	Original	30/05/21
10	Original	30/05/21	31	Original	30/05/21
11	Original	30/05/21	32	Original	30/05/21
12	Original	30/05/21			
13	Original	30/05/21			
14	Original	30/05/21			
15	Original	30/05/21			
16	Original	30/05/21			
17	Original	30/05/21			
18	Original	30/05/21			
19	Original	30/05/21			
20	Original	30/05/21			
21	Original	30/05/21			

## Abbreviations

AeCSA	Aero Club of South Africa
ARO	Aviation Recreation Organisation as defined in CARS
BAFSA	Balloon and Airship Federation of South Africa
CARS	Civil Aviation Regulations
CATS	Civil Aviation Technical Standards
DCA	Director for Civil Aviation
CIA	Commission Internationale d'Aérostation
C of A	Certificate of Airworthiness
ExCom	Executive Committee of BAFSA
FAI	Fédération Aéronautique Internationale
MoP	Manual of Procedure
SACAA	South African Civil Aviation Authority
ATO	Aviation Training Organisation
AMO	Aviation Maintenance Organisation
ATF	Authority to Fly
RTS	Release to Service
SOP	Standard Operating Procedure
AOC	Air Operator's Certificate
SOA	Standard Operating Authority


## 5. STATEMENT

### Part 149 Compliance

The Balloon and Airship Federation of South Africa (BAFSA), through its appointed Accountable Manager and Compliance Officer, who is the current Chairman of the organisation confirms that:

- BAFSA as the ARO for all forms of ballooning in South Africa, represents the interests of ballooning and acts as the contact and administrative point of contact for ballooning.
- The activities of this ARO will be implemented in accordance with the ARO Manual of Procedures as prescribed by CARS Part 149.
- This ARO and its activities will be controlled by the approved MOP which will be complied with by its members at all times.

The Executive Committee of BAFSA, directed by its Chairman and Accountable Manager and Compliance Officer, will ensure that the approved and/or amended MOP is distributed to all members of the ARO and will use their best endeavours and efforts to facilitate the use of and compliance with this MOP by the organisations members.

SIGNED:		14/05/21
ACCOUNTABLE MANAGER:	RICHARD BOVELL	DATE

## 6. PERSONNEL

### 6.1. TITLES AND NAMES

Title	Name
Accountable Manager & Compliance Officer	Richard Bovell
Quality Assurance	Hanke Fourie
Secretary & Treasurer	Martyn Evers
Training/Technical	Flip Steyn
Landowner/PRO	Hanke Fourie

### 6.2. PROCEDURE FOR INITIALLY ASSESSING PERSONNEL AUTHORISED BY THE ARO

BAFSA is managed by an Executive Committee, the members of which are elected at the organisation's Annual General Meeting as required under its constitution. The executive committee meets on a regular basis and may co-opt additional members on to the committee to perform particular duties or contribute specific skills.

The committee members of an incoming committee appoint office bearers from within their number.

#### **Selection of & Appointment of Office Bearers**

No formal selection criteria is applicable for determining the most suitable candidate to fulfil a particular portfolio.

The Appointment of the Office Bearers to the above functions is to be decided by means of a majority vote of the elected members of the committee, considering inter alia:

- Formal qualifications in the role
- Previous experience in similar functions within the workplace or association committees
- Successful fulfilment of same or similar roles within BAFSA or other committees
- Willingness to undertake role

The roles and duties assigned to the Executive Committee members is deemed adequate to supervise the aviation recreation activities of the ARO.

### 6.3. PROCEDURE FOR MAINTAINING, THE COMPETENCE OF THOSE PERSONNEL AUTHORISED BY THE ARO

The accountable manager in consultation with the committee, shall assign portfolio and committed office bearers, based on their qualification, skill and competencies in the given portfolio.

The above assignments are normally assigned for a year and changes if required following the Annual General Meeting, with new executive committee members election or in the event of a resignation.

The executive committee will review annually if any skill enhancement or specific training is required to members of their executive committee in order to improve and maintain their skillset for the assigned role.

By example – Attendance at an aviation related Quality Assurance Course : H Fourie  
October 2020 : Cranfield Aviation College

## **7. DUTIES & RESPONSIBILITIES OF THE PERSONNEL SPECIFIED**

### **7.1. DUTIES AND RESPONSIBILITIES OF THE SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER**

Acts at the Chief Executive Officer and Compliance Office and liaises with all interested parties and convenes committee meetings. The Chairperson is automatically a Council Member of AeCSA and is required to attend its meetings and represent BAFSA in AeCSA matters.

The Accountable Manager and Compliance Officer is responsible for:

The management and administration of this ARO in compliance with the latest issue of the Balloon & Airship Federation of SA Manual of Procedure.

The continuous evaluation and amendment of the MoP document and is responsible for the implementation of all amendments to the document in the general management and administration of this ARO.

### **7.2. DUTIES AND RESPONSIBILITIES OF A COMPETENT PERSON WHO IS RESPONSIBLE FOR QUALITY CONTROL**

#### **.1 Duties**

.i The QA Officer is to ensure compliance with the approved documentation by:

- The Elected Committee of BAFSA
- The Members of BAFSA

The QA Officer has the authority to act against any member of the above in issues relating to compliance with the QA Policy of this ARO.

### 7.3. DUTIES AND RESPONSIBILITIES OF THE ADEQUATE PERSONNEL TO CARRY OUT AND SUPERVISE THE AVIATION RECREATION COVERED BY THE APPLICATION

#### .1 Duties

##### .i **Vice Chairperson**

Assists the Chairperson with the running of the ARO and acts as CEO in the absence of the Chairperson.

##### .ii **Treasurer**

Attends to the financial management of the ARO.

##### .iii **Secretary**

Maintains records and minutes at meetings, issues notices and agendas to convene meetings, disseminates information to the membership.

Maintains membership database and drives collection of membership fees.

##### .iv **Safety Officer**

Manages the flight safety programme, promotes flight safety awareness and reviews flight safety standards, education and compliance.

##### .v **Technical Officer**

Monitors the technical compliance and maintenance of balloons by balloon owners.

##### .vi **Public Relations Officer**

Promotes the activities of the ARO both internally and externally and acts as spokesman for the ARO.

##### .vii **Aero Club Liaison**

Represents BAFSA at Aero Club meetings and ensures smooth administrative interaction between the two bodies.

##### .viii **Training Officer**

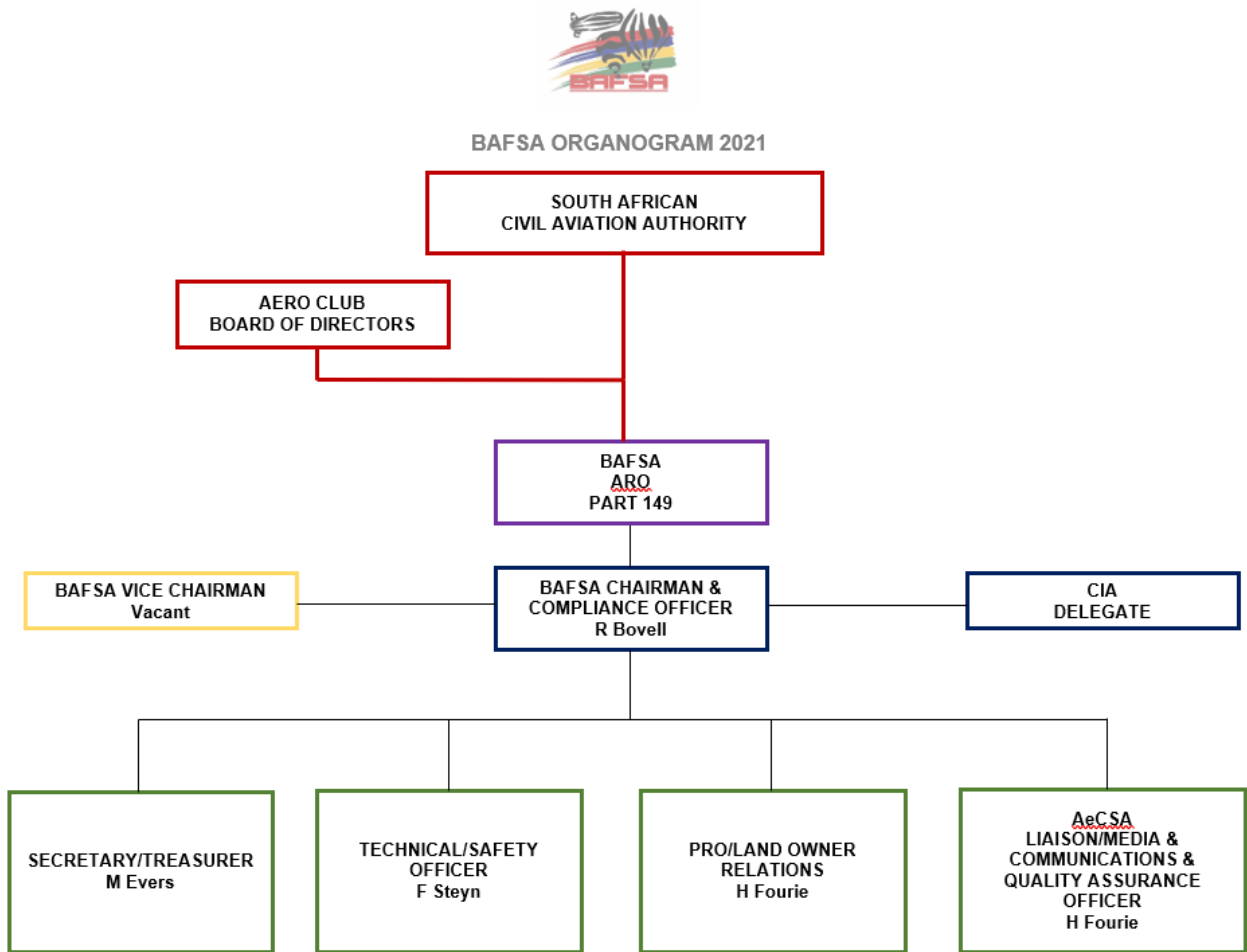
Provides oversight to pilot training programmes offered by ATO's.

##### .ix **Championship Co-ordinator**

Co-ordinates the organisation of the annual National Hot Air Balloon Championship, appointment of competition officials, venue determination, sponsor liaison etc



## 8. ORGANISATION CHART



## 9. LOCATIONS

### Administrative Activities

Flying Activities – The flying activities of the members of BAFSA are determined by the individual pilot members within the prescribes of all applicable Laws and Regulations and with due respect and permission from property owners.

BAFSA has no fixed location or domicile and the activities of the Executive Committee are undertaken at a suitable venue as determined by the Executive Committee.

As a result of having no fixed domicile, the ARO approval certificate cannot be physically displayed and is prominently displayed on the organisations website in accordance with Part 149.01.3

All ARO meeting venues are arranged by the Executive Committee from time to time.

.3 BAFSA Members & Activities – The BAFSA membership consists of 2 distinct activity-based collectives being:

- o Sport & Recreational Flying
- o Ballooning activities under the auspices of an AOC

.4 Place of Business

Physical Address : Balloon and Airship Federation of South Africa  
c/o Aero Club of South Africa  
Hanger 50  
Hurricane Road  
Rand Airport  
Germiston

Postal Address : P O Box 67032  
Bryanston 2021

Telephone : 082 465 9514

E-mail : [chairman@bafsa.co.za](mailto:chairman@bafsa.co.za)

Website : <http://www.bafsa.co.za>

## 9.2 Details of Locations and Functions

	Location	Members or personnel	Function	Powers delegated
1.	Office	Accountable Managers & Compliance Officer	Chairing all ARO Meetings  ARO MOP preparation & review  Review of audits / functions & procedures	SACAA has not delegated any powers  SACAA has not delegated any powers  SACAA has not delegated any powers
2.	Office  Field	Quality Control Officer  Quality Control Officer	Conducting & review of procedures & actions  Ad Hoc review of members compliance documentation	SACAA has not delegated any powers  SACAA has not delegated any powers
3.	Adequate Personnel	Secretary Treasurer  Secretary Treasurer  Secretary Treasurer	Maintaining membership data  Preparing Financial Statements & Cost Control  Preparing minutes of all official meetings	SACAA has not delegated any powers  SACAA has not delegated any powers  SACAA has not delegated any powers

4.	Training & Technical  Office	Training Officer	Interaction with the ATO's that are providing training to students  Maintaining of students register	SACAA has not delegated any powers  SACAA has not delegated any powers
5.	Field  Field	Training & Technical Offer  Training & Technical Offer	Ad Hoc inspection of members for technical oversight of condition  Ad Hoc inspection of compliance documentation (eg ATF, Release to Service, CoA)	SACAA has not delegated any powers  SACAA has not delegated any powers
6.	PRO/Landowner  Field/Office	PRO & Landowner Relations Officer  PRO & Landowner Relations Officer	Interaction with marketing & events organisations  Attending to queries & issues that may occur with landowners in frequently used locations	SACAA has not delegated any powers  SACAA has not delegated any powers

## 10. RESOURCES

Location	Summary of the Resources	Scope of activity
Office	BAFSA Executive Committee	Committee Meetings Annual General Meetings Preparing MOP/ARO Documents Review & Audits as contained in MOP Financial Control & Reporting
Field	Quality Control Officer	Field Audits of Pilots Compliance Documents Pilots Rating Audits
Field	Technical Officer	Ad Hoc field audit of aircraft technical documentation (ATF, ATC) Oversight of Aircraft Technical Status
Equipment	Office Equipment including computers, printers and internet facilities, etc.	Administrative functions

## 11. AUTHORISATIONS OR DELEGATIONS GRANTED

### 11.1 Administrative Activities

The following authorisations and delegations have been conferred as detailed:

1. Procedure for confirming Authority and Delegation of Authority:
  - .i Standard Operating Authority (SOA) of the Organisation
    - The executive committee will review and assign SOA to an individual committee member by the following method:
      - Vote of simple majority of the committee (Chairman has a casting vote)
      - Consent and agreement by the incumbent member
  - .ii Co-opting External Committee Advisors/Assistance
    - The executive committee will identify suitable candidates for a particular function/activity wherein assistance is required
    - The committee will vote by simple majority to approach the preferred candidate for the identified co-opted activity and duration
    - Chairman will approach the selected candidate for award
2. Authorities or Delegations Granted

The following Authorities/Delegations have been conferred as follows:

- .i Chairman – Accountable Manager and Compliance Officer
  - To enter into contracts/agreements for the procurement of goods and services on behalf of the organisation, following majority consensus of the executive committee, obtained either at a properly constituted committee meeting or by acceptance by electronic means. In either event, this consensus is to be recorded at the next subsequent committee meeting.
  - To consent to attendance by members of the organisation at selected events including possible sponsorship of attendees. The above noted events and sponsorship amounts are to be agreed as aforementioned.
  - To make representations to the Aero Club of South Africa and SACAA on behalf of the organisation.

.ii Quality Control Officer

- To conduct formal and/or ad hoc audits on all members of the organisation to ascertain and determine compliance with all aspects of this Manual of Procedures, pilot licensing, and rating compliance and general conduct and compliance of members to the ethos of the organisation.
- To countersign/consent (with the Treasurer) items of expenditure from the organisations bank accounts.

.iii Treasurer

- To prepare all required or requested financial statements of income, expenditure, retained amounts and reserves of the organisation on a minimum of an annual basis.
- To maintain a list of assets and liabilities of the organisation.
- To recommend a write down in value of any stock or assets retained by the organisation.
- To open, arrange and manage any required bank accounts on behalf of the organisation.

.iv Technical & Training Officer

- To conduct formal or ad hoc audits on all required aircraft compliance documentation operated by members of the organisation.

**NOTE:** The members of the executive committee have no authority to usurp the requirements or exercise any powers over any organisation that is subject to the requirements of an AOC as approved by the SACAA, other than the authorities granted by this MOP, in particular as they relate to individual pilots licensing and rating requirements.

## 12. QUALITY ASSURANCE SYSTEM

### 12.1 LEVEL OF QUALITY THE ORGANISATION INTENDS TO ACHIEVE

The BAFSA QA level that the organisation strives to achieve will be:

- Fit for purpose
- Measurable in terms of the required outcomes
- Simplistic in nature and understanding
- Require a minimum level of internal audits and no direct external audits (other than BAFSA oversight inspection and audit)
- Meets the requirements and aspirations of its members
- Consistent and fair

## 12.2 INTERNAL REVIEWS

1. The Executive Committee of BAFSA will undertake internal reviews of the various aspects as described in the applicable functions on a minimum of an annual basis.
2. The level and detail of the requirements for review are described in the applicable functions to which the QA procedure is applicable.

## 12.3 A PROCEDURE TO RECORD THE FINDINGS AND COMMUNICATE THEM TO MANAGEMENT

1. The findings of each review are to be recorded by the applicable Office Bearer (eg Treasurer) and verified by the QA Officer and recorded on the applicable documents (eg Financial Statements).
2. Findings of any and all reviews undertaken will be items for discussion at any Executive Committee meeting or Annual General Meetings.
3. All findings of reviews are to be maintained in accordance with Item 7 of this chapter.

## 12.4 RESPONSIBLE PERSONS

Responsible person	Areas of responsibilities
QA Officer	ARO QA Officer
Compliance Officer	Chairperson
Finance	Treasurer
Membership & Secretarial	Secretary
Training	Training Officer
Safety	Safety Officer
PRO	Landowner Relations Officer

## 12.5 OTHER QUALITY INDICATORS

1. **Facility Malfunction - Not Applicable**
2. **Incidents**
  - .i “Incidents” means an occurrence, other than an accident, associated with the operation of the aircraft, which affects, or could affect, the safety of operation.
  - .ii It is the responsibility of the owner of the aircraft, the pilot, the police, the immediate relatives or friends of the owner and/or pilot and members of the public to report incidents and accidents.
  - .iii Incident reports shall be compiled in compliance with requirements as determined by the Director and BAFSA from time to time.

### 3. Occurrences

- .i The Safety Hazard Observation Report Form (SHOR):
  - This report is used to report safety deficiencies not specifically reportable to the SACAA and is an internal form used to identify safety deficiencies, e.g. instructors/students rushing through checks; incorrect/inadequate procedures; lack of up to date technical manuals.
  - A SHOR may be upgraded to a SACAA official report (refer to paragraph (a) above) if it is later determined to be a reportable incident/accident.
  - The SHOR shall be handled as a confidential report if the reporter so indicates on the form.
  - No report form shall be accepted without the reporter's name and details. When the details of the report are captured by the Safety Officer, the reporter shall be de-identified.
  - The reporting forms are to be freely available.

### 4. Complaints

- .i Complaints received with regard to ballooning activities have generally been extremely limited over the past numerous years.
- .ii Where complaints have been received by or brought to the attention of BAFSA, the following approach/procedure has been adopted:
  - Complaint is circulated electronically to members of the BAFSA Executive Committee for review and internal response.
  - The receipt of the complaint is acknowledged to the complainant by email, stating inter alia that the complaint will be investigated and a response will be forthcoming, ideally including a reasonable timeframe.
  - Based on the nature of the complaint and/or members or organisations involved, the committee will nominate a member best placed to deal with the issue.
  - Once the investigation is satisfactorily investigated, a formal response will be offered to the complainant.
- .iii The above procedure will be the initial response procedure and if not satisfactorily resolved or accepted, the complainant may elect to proceed with further actions, including legal processes. In this event, BAFSA would elect to not participate further as it is not legally liable for the actions of its members.

## 5. Defects

- .i The procedure for identifying defects, omissions and other quality indicators and the subsequent addressing of these with the ultimate objective of improving the quality, safety and general operation of the ARO will be approached as follows:
  - The approved MOP is distributed to all members of good standing. These members all have various and differing skills, knowledge and abilities enabling the organisation to draw on its membership for the identification of any defects, omissions, etc.
  - Any items identified are to be brought to the attention of the committee.
  - Committee will review the particular item and if appropriate and/or sufficiently motivated, will undertake further investigation and review of the subject on the basis of its merits and benefits to the ARO and its members.
  - Based on the above, the committee will implement appropriate action which may include:
    - Issuing of a notification or advice to members
    - Introducing amendments to the MOP
    - Motivating changes and/or amendments to regulations and/or technical standards
    - Other appropriate actions

## 12.6 PROCEDURES FOR MANAGEMENT ANALYSIS AND OVERVIEW

1. The **BAFSA** Executive Committee under the auspices of the QA Officer and accountable manager are responsible for management analysis of all QA matters. This is to include, inter alia:
  - The QA Officer will be responsible for arranging internal reviews by the Executive Committee
  - Clear indication and definition of the particular quality issue/deviation under consideration
  - Proposing change and/or corrective actions if required, within a specified timeframe
  - Make recommendations to adopt additional QA procedures based on findings
  - Revisions to BAFSA QA Procedures/MOP
  - Advise SACAA of changes to MOP as described in Amendments to MOP
  - The QA Officer will provide an annual report (simultaneously to the AGM) of the ARO's performance in respect of QA conformance



**2. Schedule of Audits**

The QA Officer will be responsible for establishing an Annual Schedule of Audits/ Reviews to be undertaken within the operations of the ARO. These should include, as a minimum, the following:

- General administration and recordkeeping
- Minutes of meetings
- Minutes of AGM/Special General Meetings
- Revisions to Constitution
- Membership status and data review
- Financial reporting
- Record of Events/National Championships

**3. SACAA Oversight Inspection & Audit**

The QA Officer will be responsible for any preparation/collation of documentation and arranging of a venue and time for the SACAA Oversight Inspection and Audit.

**4. General**

The QA processes as adopted by BAFSA are intended to be as transparent and inclusive of all Function Office Bearers and members as far as is possible and practicable.

All and any suggestions of additional or new QA indicators or “triggers” are to be welcomed and addressed by the Executive Committee under the auspices of the QA Officer.

The following Quality Assurance procedures are to be implemented in the applicable functions:

**1. General Club Administration & Committee Meetings**

- 1.1 All committee meetings are to be formally minuted by the secretary.
- 1.2 Agenda for committee meetings to be prepared by the Chairman.
- 1.3 A minimum of 3 committee meetings and an Annual General Meeting will be held in each calendar year.
- 1.4 Minutes of each meeting are to be offered for correction at the next meeting and any corrections are to be noted in the minutes of the current meeting.
- 1.5 All meeting minutes’ subject to the corrections are to be proposed and seconded for acceptance.
- 1.6 The Chairman is to sign all meeting minutes.
- 1.7 No formal audit process will be undertaken.

## 2. **Financial Issues**

### 2.1 Financial accounts consisting of:

- Income Account
- Expenditure Account
- Balance Sheet

are to be prepared by the Treasurer and presented at the Annual General Meeting for discussion and acceptance.

Refer to Clause 8 of the Constitution.

### 2.2 No external formal audit process will be undertaken.

## 3. **Licencing**

3.1 Any member of the elected committee may request that a pilot presents his or her licence, medical certificate and radio licence for review.

3.2 The Technical Officer may request to inspect the ATF or CoA of any balloon prior to a flight.

3.3 The above actions will be implemented on an ad hoc basis and noted by the respective committee member at the next committee meeting.

3.4 The committee member shall advise SACAA of any findings should same be found to be contrary to any regulations.

## 4. **Flight Operations & Landowner Interaction**

### 4.1 General

All flights are at the sole discretion of the pilot.

Landowner permissions to be sought prior to commencing of balloon setup, where the landowner is available.

Post Landing and packing up of the balloon – The pilot is required (if available) to make contact with the landowner, explaining the balloon landing process.

Private property is to be treated with the fullest respect by the entire flight and retrieval crew at all times.

Pilots are to respect the privacy of homeowners and due consideration to be exercised when passing low over residences prior to landing.

The Landowner Relations office bearer will publish a map of sensitive or no landing areas for an area where balloon flights occur on a regular and frequent basis (eg Scheerpoort Valley Magaliesburg).

The Landowner Relations office bearer will be responsible for investigating any complaints and concerns received from landowners and will report by exception to the next BAFSA Committee Meeting.

#### 4.2 Pilot Currency and proficiency

- .1 In order to maintain the currency of the Free Balloon Pilots Licence, a pilot shall conduct a flight at least every 3 months.
- .2 Should a licenced pilot exceed the 3 month period as stated above, a currency flight is to be conducted with another licenced and current pilot during which the following activities are required:
  - 3 Take Off Exercises
  - 3 Landings

#### 4.3 Logging of Flights by Pilots

All flights are to be logged by the pilot in the pilots' logbook as is required by the CAR.

#### 4.4 Logging of Flights in Airframe Logbook

All flights are to be logged in the applicable airframe logbook by the pilot in command.

### 5. **Membership Database**

The Secretary and Aero Club Liaison Officer will be responsible for maintaining the members' database with information as obtained from AeCSA.

A current membership list is to be tabled at the Committee Meetings on a quarterly basis.

### 6. **National Championships**

Pilot entries are received strictly in accordance with the entry criteria and verified by the receiving officer as per the checklist.

Entry documentation requirements are generally received prior to the event by e-mail but physical copies may be presented at registration.

A survey and/or debriefing session is to be held after the event so as to continually improve and maintain the quality of the event.

Event records are to be maintained by the Club Secretary.

### 7. **Maintenance of Records**

The Secretary will be responsible for the maintenance of all records.

BAFSA has opted to migrate to digital maintenance as opposed to paper copies.

All records are to be stored and updated onto an external hard drive that is held by the Secretary and may be passed onto future committees.

## 8. Responsible Persons

The responsible persons in terms of this QA Procedure are held by the respective function/committee portfolio head (which will vary as the committee changes), currently being:

Role	Committee Portfolio
QA Officer	ARO QA Officer
Compliance Officer	Chairperson
Finance	Treasurer
Membership & Secretarial	Secretary
Training	Training Officer
Safety	Safety Officer
PRO	Landowner Relations Officer

## 12.7 PROCEDURES FOR RECTIFYING ANY DEFICIENCIES

1. The procedure for rectifying any deficiencies and defects, will entail inter alia the following process and procedure:
  - Deficiencies and or defects that have been identified, are to be brought to the attention of the Executive committee.
  - The committee will review the particular deficiency/item and once deemed appropriate of requiring further action, will undertake further investigation and review of the subject on the basis of its merits and benefits to the ARO and its members.
  - Based on the above, the committee will implement appropriate action which may include:
    - Issuing of a notification or advice to members
    - Introducing amendments to the MOP
    - Motivating changes and/or amendments to regulations and/or technical standards
    - Other appropriate actions to rectify the deficiency.

Time- lines are to be determined for resolution of items

## 12.8 PROCEDURES FOR DOCUMENTING THE COMPLETE REVIEW PROCESS

1. The findings of each review are to be recorded by the applicable Office Bearer (eg Treasurer) and verified by the QA Officer and recorded on the applicable documents (eg Financial Statements).
2. Findings of any and all reviews undertaken will be items for discussion at any Executive Committee meeting or Annual General Meetings.

3. All findings of reviews are to be maintained in accordance with Item 7 of this chapter.

## **13. CONTROL, AMEND AND DISTRIBUTION**

### **13.1 Amendments to ARO**

This ARO is to be renewed prior to the expiration date of the approved ARO as prescribed in Part 149. Application on the required form are to be submitted to the relevant Authority at least 60 days prior to expiration date.

### **13.2 Distribution of MOP**

Once the approved MOP has been received, the following controlled distribution is to be executed:

- Copy 1 : Approved Original – SACAA
- Copy 2 : Approved Original – BAFSA

\* The approved MOP will be distributed to members of the ARO via the ARO website and by email to all members of good standing.

### **13.3 Amendments to MOP**

The MOP will be amended whenever necessary, any proposed amendment to this MOP and any documents authorised by this MOP will, before internal distribution thereof, be submitted to the QA Manager for incorporation and to the Chairman for final approval and subsequently to SACAA for approval.

Upon approval by SACAA, the internally distributed amendments will be handled as follows:

- Obsolete pages will be removed.
- Amended pages will be inserted.
- Pages will be checked against the list of effective pages.
- Amendment record will be signed by the person inserting the amendment and will be red-tagged and included in the aviation safety minutes.
- Once the amendment process is complete, all old copies of the document will be removed from BAFSA premises and replaced with a supply of the amended version.
- Distribution of this Manual of Procedure, Quality Assurance System and any other important and regulatory documentation shall be published for download on the BAFSA official website. Copies of the documentation are also available for hardcopy inspection at BAFSA registered office.

### **13.4 Renewal of Approved ARO**

The current ARO Chairperson and Compliance Officer is the custodian of this document and shall assume responsibility for its renewal of this document are to be addressed to the Chairperson and Compliance Officer for his further action and who shall verify SACAA of any intended deviation from the approved ARO MOP.

## Document Status

This document is a controlled document.

Draft issues of this document will be identified by an alphabetical letter as issue identifier (eg Issue A.).

Once finalised and accepted by the Executive Committee of the Balloon and Airship Federation of South Africa and the SACAA – South Africa, the issue status will be raised to a numerical value, e.g. Issue 4.

No amendments or additions to a numerical issue document will be permitted without the prior approval by the Executive Committee of the Balloon and Airship Federation of South Africa.

### Previous Amendments – as follows:

Amendment	Paragraph/Annexure	Date Effective	Remarks/Compiler
1 <sup>st</sup> Draft	Whole document	22 July 2015	Issue A/JP Grobbelaar
2 <sup>nd</sup> Draft	Whole document	06 April 2016	Issue B/JP Grobbelaar
3 <sup>rd</sup> Draft	Whole document	26 April 2016	Issue C/JP Grobbelaar
4 <sup>th</sup> Draft	Whole document	28 April 2016	Issue D/JP Grobbelaar
5 <sup>th</sup> Draft	Whole document	06 May 2016	Issue E/JP Grobbelaar
6 <sup>th</sup> Draft	Whole document	30 September 2017	Issue F/R Bovell
7 <sup>th</sup> Draft	Whole document	08 December 2017	Issue G/R Bovell
8 <sup>th</sup> Draft	Whole document	01 August 2018	Issue H/R Bovell
Approved	Whole Document	05 November 2018	Expiry Date 20 November 2019
Renewal Submission September 2019	Changes to Approved Document Indicated in Red	20 September 2019	Approved 21/11/20
Renewal Submission April 2021	Document format in accordance with CAA template	22 April 2021	Approved 30/05/21
Amendment 1	Change of Office Bearers	30 September 2021	R Bovell

### Document Retention and safe keeping – as follows









The MOP is retained and distributed in electronic format to members of the organisation.

Copies of the official approved copy bearing a dated and signed “Approved “ stamp are to be retained as follows

COPY	PERSON/ORGANISATION/AUTHORITY	LOCATION
1	South African Civil Aviation Authority	Offices of the SACAA
2	Balloon and Airship Federation of South Africa (Master)	Balloon and Airship Federation of South Africa Head Office
3	SENIOR PERSON IDENTIFIED AS THE ACCOUNTABLE MANAGER AND COMPLIANCE OFFICER	Bovell Ross Offices

**Document Approval****Balloon and Airship Federation of South Africa Approval**

The Executive Committee of the Balloon and Airship Federation of South Africa has been authorised to approve this document.

<b>Committee Position</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Chairperson & Compliance Officer	Richard Bovell		30/09/21
Vice Chairperson	Position Vacant		
Secretary/Treasurer	Martyn Evers		30/09/21
Technical/Safety Officer	Flip Steyn		30/09/21
Pro/Landowner Relations	Hanke Fourie		30/09/21
CIA Delegate	Richard Bovell		30/09/21
Training	Flip Steyn		30/09/21
Aero Club Liaison & Media	Hanke Fourie		30/09/21
ARO Quality Assurance Officer	Hanke Fourie		30/09/21

## **Annexure 1 : Constitution**



## **CONSTITUTION OF THE BALLOON AND AIRSHIP FEDERATION OF SOUTH AFRICA**

### 1. NAME

The name of the association shall be the;

BALLOON AND AIRSHIP FEDERATION OF SOUTH AFRICA

Hereinafter referred to as BAFSA

### 2. OBJECTIVES

- 2.1 To control, through the Aero Club of South Africa, all aspects of Free Balloon and Airship flight for sport and recreational purposes in South Africa.
- 2.2 To promote the sport of Free Balloon and Airship flying.
- 2.3 To establish and maintain contact with free balloon and airship organisations, manufacturers, clubs and authorities on a worldwide basis.
- 2.4 To keep members fully informed of all technical and practical developments related to free balloons and airships on a worldwide basis.
- 2.5 To oversee the training of free balloon pilots and strict adherence to the training curriculum by instructors and examiners.
- 2.6 To establish and uphold a high standard of aviation safety measures relevant to the operation of free balloons and airships.
- 2.7 To assist any organisation where such assistance or application of the skills of BAFSA and its members will be of benefit to ballooning.

### 3. MEMBERSHIP

- 3.1 All applicants for membership shall be considered and decided upon by the Committee.
- 3.2 Should any application for membership be rejected, the Committee shall not be bound to supply any reason for such rejection.

- 3.3 On an application for membership being accepted, notice thereof having been given to the applicant, the applicant (new member) shall immediately;
  - 3.3.1 become entitled to all the privileges and benefits of BAFSA.
  - 3.3.2 become immediately liable for all fees and subscriptions due for the current year and annually thereafter.
  - 3.3.3 be bound by this Constitution and shall be presumed to be aware of all the provisions of the constitution.
- 3.4 The Committee shall have the right to offer Honorary Membership to specific individuals in exceptional circumstances.
- 3.5 Should it be established that an applicant for membership was accepted on willfully falsified information the Committee shall have the power to cancel such an acceptance after an investigation into the matter. The member whose acceptance is thus cancelled shall cease to be a member of BAFSA and shall have no claims whatsoever against BAFSA for damages, return of any fees or subscriptions already paid, or on any other grounds whatsoever.
- 3.6 Membership shall only be effective upon receipt of the Entrance Fee (if any) and the current year's subscription.
- 3.7 Resignation: A member may at any time resign from BAFSA by giving 30 days written notice to the Secretary or any other Committee Member. Such a member shall, however, remain liable for any other amounts due to BAFSA.

#### **4. AFFILIATION**

- 4.1 Should any organisation or body wish to become affiliated to BAFSA such affiliation must be applied for in writing supplying the following information and supporting documentation:
  - 4.1.1 The Constitution, Memorandum of Incorporation or other founding documentation which defines the form, purpose and objectives of the organisation.
  - 4.1.2 The reasons why it wishes to be affiliated to BAFSA.
  - 4.1.3 The names of the management of the organisation and their positions.
  - 4.1.4 The postal address, telephone number/s, e-mail addresses of the organisation and its management.
  - 4.1.5 The aviation safety policies and procedures of the organisation.
- 4.2 All applications for affiliation shall be considered and decided upon by the Committee.
- 4.3 Should any application for affiliation be rejected, the Committee shall not be bound to supply any reason for such rejection.
- 4.4 Affiliates will be bound by the terms of this Constitution in the same way that normal members are.

- 4.5 Affiliate members will not enjoy any voting rights.
- 4.6 Any reference to a member or members herein shall also refer to affiliate members.
- 4.7 The Committee reserves the right to introduce an affiliation fee payable by affiliates should it, in its sole discretion, deem it appropriate.

5. ENTRANCE FEE AND ANNUAL SUBSCRIPTION

- 5.1 The entrance fee and annual subscription shall be decided upon from time to time by the Committee.
- 5.2 Subscriptions shall be due and payable on the first day of the new financial year. Should any subscriptions payable by any member still be outstanding three months after the due date, the Committee shall be entitled to remove the name of such defaulting member from the membership list, provided the member in question has been given a final written reminder to pay.

6. THE COMMITTEE

- 6.1 The Committee shall consist of at least three members holding one or more of the following positions:

Chairman,  
Vice Chairman,  
Treasurer,  
Secretary,  
Technical Officer,  
Safety Officer,  
Training Officer,  
CIA Delegate,  
PRO and Landowner Relations Officer,  
Any other portfolio the Committee may deem necessary,

- 6.1.1 The Chairman and Vice Chairman shall be two separate people but more than one of the other positions may be held by a single Committee Member
- 6.2 The Committee shall be entitled to co-opt extra members onto the Committee for specific reasons. These co-opted members will serve on the Committee only for the balance of the year in which they were co-opted.
- 6.3 The Committee shall be elected at the Annual General Meetings and their term of office shall be for two years.
- 6.4 The Chairman shall, in the event of a tied vote, have a second or casting vote.
- 6.5 The Committee shall be entitled to open one or more bank accounts in the name of BAFSA and the signatories will always be two separate Committee members who will sign jointly.
- 6.6 The day to day management and control of BAFSA shall be vested in the Committee who shall keep members informed on any matters of interest or which materially affect members or the sport of ballooning.

7. MEETINGS

## 7.1 ANNUAL GENERAL MEETING

- 7.1.1 The Annual General Meeting shall be held each year after the financial year end and before the annual general meeting of Aero Club and will be on such a date and at such a time and place as the Committee may determine on 14 days written notice to the members.
- 7.1.2 The omission to send notice of an Annual General Meeting to any member shall not invalidate such a meeting.
- 7.1.3 Notice of any resolution to be proposed at an Annual General Meeting other than ordinary business must be lodged with the Secretary not less than three days prior to the meeting in order that it may be included in the agenda. Such a resolution must be signed by a seconder.
- 7.1.4 Only fully paid up members shall be entitled to vote at the Annual General Meeting.
- 7.1.5 Members may be represented at the Annual General Meeting by means of a signed proxy.
- 7.1.6 The business at an Annual General Meeting will be:
- 7.1.6.1 To confirm the minutes of the previous meeting.
  - 7.1.6.2 To receive the Treasurer's Financial Report.
  - 7.1.6.3 To receive the Chairman's Report.
  - 7.1.6.4 To deal with any Resolutions concerning BAFSA, of which the required notice has been given. (ref. 6.1.3)
  - 7.1.6.5 To open the meeting to the floor for any general matters.
  - 7.1.6.6 To elect members to the Committee for the following year.
- 7.1.7 Nominations for election to the Committee shall be lodged with the secretary before the commencement of the Annual General Meeting. These nominations, with the signed consent of the candidate, shall be properly proposed and seconded by members of good standing.
- 7.1.8 Every matter submitted to the meeting shall be decided by a show of hands, the Chairman having a second or casting vote. Should the majority of the members present so desire, a closed ballot may be held.
- 7.1.9 A quorum for an Annual General Meeting shall consist of 20% of the members in good standing. Should there not be a quorum within thirty minutes of the scheduled start of the meeting, the meeting shall be postponed for 14 days to be held at the same time and place, or other such place that may be decided. Such members as are present at the second meeting will constitute a quorum.

## 7.2 SPECIAL GENERAL MEETING

- 7.2.1 The Committee may at any time call a Special General Meeting of the members by giving not less than 14 days written notice to the members, specifying the object for which the meeting is being called. The Committee shall, in a like manner call a Special General Meeting upon receipt of a requisition signed by not less than 25% of the membership specifying the object for which they want the meeting called. A quorum for a Special General Meeting shall consist of 20% of the members in good standing.

8. ACCOUNTS AND MINUTES

- 8.1 All books of accounts shall be kept up to date and an Income and Expenditure Account and Balance Sheet shall be drawn up annually at the close of each financial year which shall be 31<sup>st</sup> December and shall be presented at the Annual General Meeting.
- 8.2 True copies of all minutes of all meetings of BAFSA and Committee Meetings shall be kept in a bound minute book.
- 8.3 All books, accounts and vouchers of BAFSA shall be open to inspection by any member at any reasonable time.

9. DISCIPLINE

- 9.1 Should any member, in the opinion of the Committee, willfully commit any act prejudicial to the interests or reputation of BAFSA, the Committee shall have the following powers:
- 9.1.1 To expel such a member.
- 9.1.2 To call upon such a member to resign, and if he/she fails to resign within seven days, to expel such member.
- 9.1.3 To call upon such a member in writing to appear before the Committee and there to explain his/her conduct.
- 9.1.4 The Committee's decision in respect of any matter of discipline shall be final, subject to the members right to appeal for his/her case to be heard at a Special General Meeting provided for in terms of clause 6.2.1.

10. GUESTS

- 10.1 Any member introducing guests to BAFSA associated functions will be held responsible for their conduct and any such liabilities as may be incurred by them during BAFSA functions/activities.
- 10.2 No member shall at any time introduce as a guest any person who has been expelled or invited to resign from BAFSA, or any person the Committee have expressly barred or refused membership.

11. INDEMNIFICATION

- 11.1 BAFSA shall not be held responsible for any accidents or injuries whatsoever to members or any other persons during BAFSA activities.
- 11.2 BAFSA shall indemnify its Committee Members and Office bearers against any loss or injury whatsoever which may be suffered as a result of their carrying out their duties as Officers of BAFSA.

12. AMENDMENTS TO THE CONSTITUTION

- 12.1 No alteration shall be made to this Constitution other than at an Annual General Meeting or a Special General Meeting. Notice of any proposed alteration and or amendment shall be lodged with the Secretary, in writing, not later than 14 days prior to the meeting at which the proposal is to be considered. Before such alterations and/or amendments become effective, they shall be approved and passed by at least 60% of the members present at the meeting.

13. DISSOLUTION

- 13.1 BAFSA may be dissolved on a resolution passed by not less than 80% of the membership on the grounds that BAFSA has become dormant or is unable to fulfill its purpose and objectives.
- 13.2 If, upon the dissolution and winding up of BAFSA, there remains, after the satisfaction of all its debts and liabilities, any assets whatsoever, such assets shall not be paid or distributed amongst the members of BAFSA but shall be dealt with otherwise as may be determined by the members assembled at the Special General Meeting called to dissolve BAFSA.

*CLAUSE 7.1 AMENDED AND APPROVED AT THE 2005 ANNUAL GENERAL MEETING HELD ON 17<sup>TH</sup> NOVEMBER 2005 AND CLAUSE 6.1.1 AMENDED AND APPROVED AT SPECIAL GENERAL MEETING HELD ON 8<sup>TH</sup> DECEMBER 2005.*

*CLAUSES 6.1.7, 6.1.9 & 6.2.1 AMENDED AND APPROVED AT THE ANNUAL GENERAL MEETING HELD ON 29<sup>TH</sup> MAY 2011*

*CLAUSES 5.1 AND 7.1 AMENDED AND APPROVED AT THE SPECIAL GENERAL MEETING HELD ON 8<sup>TH</sup> NOVEMBER 2012*

*CLAUSE 2 AMENDED AND NEW CLAUSE 4 INSERTED AND APPROVED AT THE SPECIAL GENERAL MEETING HELD ON 11<sup>TH</sup> JUNE 2016*