



Detailed Airworthiness Sections Key Responsibilities

Inspection Unit Functions:

1. Recording, reviewing and processing applications for Certificates of Airworthiness, renewals of such certificates and validations of foreign Certificates of Airworthiness;
2. Inspecting aircraft for issuance and renewal of Certificates of Airworthiness and the subsequent execution of such documents as appropriate;
3. Recording the collection of fees for, Certificates of Airworthiness and any other airworthiness services performed for which charges may be prescribed;
4. Periodically reviewing the airworthiness condition and records of aircraft on the register in order to assess the adequacy of their maintenance and to assess the competence and diligence of the persons who perform the maintenance;
5. Investigating, in coordination with the Certification Engineering Department (AED), major defects discovered in aircraft and determining corrective action to be taken where airworthiness may be affected. Analysing defect experience to detect and correct any trends and to reveal areas most in need of airworthiness improvement, and establishing a service difficulty reporting (SDR) system.
6. Inspecting the facilities and procedures of applicants for issuance and renewal of certificates of approval to conduct activities bearing on the airworthiness of aircraft, making such issuance or renewal, as appropriate, and maintaining records of same;
7. Assessing assistance in the design and suitability of aircraft components and equipment and their approval for use in aircraft, and assessing and approving the installation of aircraft components and equipment in aircraft;
8. Assessing aircraft and component reliability programmes and approving maintenance systems for aircraft, aircraft components and equipment;
9. Giving advice and recommendations in other areas of SACAA responsibility, such as shipment of airworthiness related products, parts and appliances, certification of operators and on other technical matters relating to aviation techniques, flight operations and aeronautical engineering as may be required;
10. providing loan of staff experts to assist in the investigation of aircraft accidents as and when required;
11. Recommending and, where necessary, issuing directives concerning the maintenance, overhaul and repair standards to be met by aircraft and aircraft components and equipment, and procedures to be followed by the aviation industry to comply with the national Aviation Legislation and regulations related to airworthiness;
12. Participating in type certification activities to resolve problems of significance, and to establish overall accomplishment of the type certification programme;
13. Participation in maintenance review board activities toward the development and approval of initial maintenance inspection requirements for newly type certificated aircraft and power plants being introduced in service for the first time;
14. Preparing and distributing advisory material to the aviation industry concerning airworthiness practices and procedures, where such advice does not warrant mandatory action but may still make a significant contribution to flight safety;
15. Preparing and recommending amendments to the national Aviation Legislation concerning all matters of airworthiness within the scope of the functions and responsibilities of the Airworthiness Department;

16. Conferring at national and international levels on matters relating to the regulation of airworthiness;
17. Identifying and resolving regulatory problems associated with continuing airworthiness, establishing general and technical policies and procedures on which future airworthiness requirements can be based, and formulating changes in airworthiness policies and requirements which have a severe economic impact on the aviation industry;
18. Investigating possible violations of the Aviation Legislation or regulations in regard to airworthiness and initiating legal or other corrective action where necessary;
19. Preparing and distributing to the aviation industry a series of documents, available to the public, containing all airworthiness directives specified for general compliance by the aviation industry; and
20. Issuing approvals to inspection, overhaul, maintenance and repair organizations.

Registration Unit Function

- New Aircraft Registration (NTCA,RPAS,TC Aircraft, Airport Vehicles fitted with Transponders)
- Change of ownership
- Amendment of Certificate of Registration (C of R)
- Issue of duplicate C of R
- Deletion of aircraft from register for export purpose
- Special registration letters
- Registration of new aircraft Mortgage
- Cessions of aircraft mortgage
- Discharge of aircraft mortgage
- Non-registration of Notifications(Exports)
- Sales of SACAR/SAAMAR Excerpts

Currency fee unit function

- Renewal of Type certified and NTCA aircraft Certificates of Airworthiness and Authorities to fly respectively

Aircraft Maintenance Organisation Functions:

- Conduct surveillances and audits of organisations with Maintenance Approvals, in accordance with prescribed schedules as to ensure compliance with regulatory requirements, including approved organisations outside South Africa.
- Coordinate and facilitate Pre-Application, Document Phase, Document Approval Phase meetings with clients in respect of new AMO approvals.
- Inspecting the Aircraft Maintenance facilities including training provisions, organization and quality control procedures of applicants for issuance and making recommendations as appropriate with regard to the applications;
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- Assessing the qualifications of personnel and organisations for designation as approved persons, and of others as alternates, to perform certain airworthiness functions, and monitoring of the activities of these persons from time to time

Engineering Unit Functions:

The Certification Engineering section's primary functions include:

- Evaluation and verification of compliance with design and production standards for the issuance of type certificates.
- Approval of changes to the type design and production standards with approved procedures.
- Review of data for aircraft modifications, including "on site evaluations and review of such modifications (CAR 43.01.15).
- Approval of parts and appliances for use in aircraft.
- Conduct surveillance and audits of organisations with design approvals, in accordance with prescribed schedules as to ensure compliance with regulatory requirements, including approved organisations outside South Africa.
- Coordinate and facilitate Pre-Application, Document Phase, Document Approval Phase meetings with clients in respect of new certification applications and approvals.
- Coordinate and manage the oversight of Designated Engineers and Approved Persons which may be appointed by the Authority and assist customer services with advice regarding certification.
- Provide technical advice and input in the development of educational, advisory information publications related to safety standards associated with aviation certification processes.

Manufacturing Unit Functions:

The Manufacturing section primary functions include:

- Surveillance of aircraft manufacturing organizations (Part 148)
- Conducting audits of manufacturing organization (Part 148) (issue and renewal)
- Process manufacturing organization approval amendment applications (Part 148)
- Approval of manufacturing organisation Manual of Procedure amendments (Part 148)
- Perform aircraft product conformance inspections (Part 21)
- Issue of production certificates (Part 21)
- Issue export approvals (Part 21)
- Investigate production defects (Part 148)
- Enforcement of production non-compliance (Part 148)

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