

GOVERNMENT GAZETTE

OF THE

REPUBLIC OF NAMIBIA

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WINDHOEK - 17 April 2003

No.2959

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General Notice

MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 74 2003

PROPOSED CIVIL AVIATION TECHNICAL STANDARDS NAM-CATS-ATO "AVIATION TRAINING ORGANISATIONS"

The Ministry of Works, Transport and Communication recently initiated the project to update the current Namibian aviation legislation. There are two main reasons for updating the aviation legislation, namely, the current legislation does not adequately reflect the policies of Namibia for the aviation sector and does not reflect recent developments within SADC. The project further aims to enhance the safety of civil aviation by ensuring that the Namibian legislation complies with the minimum standards prescribed by the International Civil Aviation Organization.

In this regard the legislative reform process involves the updating of the regulations made under the Aviation Act (Act No. 74 of 1962). It also involves the issuing Technical Standards by the Director of Civil Aviation.

The Technical Standard proposed in this General Notice is one of thirty four (34) technical standards associated with the Namibian Civil Aviation Regulations, 2001.

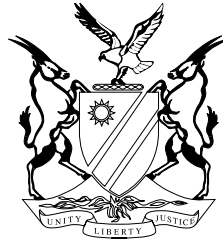
Pursuant to the provisions of regulation 11.03.2 the Director: Civil Aviation hereby invites all interested parties to comment on the proposed NAM-CATS-ATO "Aviation Training Organisations".

Comments or representations should be lodged in writing and should reach the Ministry no later than 30 days from the date of publication of this notice. Correspondence should be addressed to:

Mr. L. Makanza
No. 4 Rudolph Hertzog Street
Windhoek, Namibia

Tel: (061) 245590

Fax: (061) 248641



REPUBLIC OF NAMIBIA

CIVIL AVIATION

**DOCUMENT NAM-CATS-ATO
(AVIATION TRAINING ORGANISATIONS)**

NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AVIATION TRAINING ORGANISATIONS

1. GENERAL

Section 22A of the Aviation Act, 1962 (as amended by section 5 of the Aviation Amendment Act, 1998) empowers the Director: Civil Aviation to issue technical standards for civil aviation on the matters which are prescribed by regulation.

The Director: Civil Aviation has pursuant to the empowerment mentioned above on (date) issued technical standards relating to aviation training organisations to be known as Document NAM-CATS-ATO.

2. PURPOSE

Document NAM-CATS-ATO contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aviation training organisations.

Each reference to a technical standard in this document is a reference to the corresponding regulation in the Namibian Civil Aviation Regulations, 2001, for example, technical standard 141.02.3 refers to regulation 3 of Subpart 2 of Part 141 of the Regulations.

The abbreviation "CAR" is used throughout this document when referring to any regulation. The abbreviation "TS" refers to any technical standard.

3. SCHEDULES AND NOTES

Guidelines and recommendations in support of any particular technical standard, are contained in schedules to, and/or notes inserted throughout the technical standards.

LIST OF TECHNICAL STANDARDS

- 141.01.2 DESIGNATION OF BODY OR INSTITUTION**
 - 1. Conditions, rules, requirements, procedures or standards for a designation
- 141.02.1 MANUAL OF PROCEDURE**
 - 1. Information to be contained in manual of procedure
- 141.02.2 QUALITY ASSURANCE SYSTEM**
 - 1. Minimum standards for a quality assurance system
- 141.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**
 - 1. Form of application
- 141.02.7 ISSUING OF APPROVAL**
 - 1. Form of approval
- 141.02.12 RENEWAL OF APPROVAL**
 - 1. Form of application
- 141.03.2 APPLICATION FOR APPROVAL**
 - 1. Form of application
- 141.03.3 ISSUING OF APPROVAL**
 - 1. Form of approval

- ANNEXURE A :** **APPLICATION FOR THE ISSUING OF AN AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)**
APPLICATION FOR THE AMENDMENT OF AN AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)
APPLICATION FOR THE RENEWAL OF AN AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)
- ANNEXURE B :** **AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)**
- ANNEXURE C :** **APPLICATION FOR THE ISSUING OF AN AVIATION TRAINING ORGANISATION APPROVAL (TEMPORARY TRAINING)**
- ANNEXURE D :** **AVIATION TRAINING ORGANISATION APPROVAL (TEMPORARY TRAINING)**

141.01.2 DESIGNATION OF BODY OR INSTITUTION

1. Conditions, rules, requirements, procedures or standards for a designation

(Reserved.)

141.02.1 MANUAL OF PROCEDURE

1. Information to be contained in manual of procedure

The information referred to in CAR 141.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

1.1 General information

- (1) A statement signed by the accountable manager and compliance officer, on behalf of the applicant's organisation, confirming that the manual of procedure and any included manuals -
 - (a) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with Part 141; and
 - (b) will be complied with at all times.
- (2) The titles and names of the personnel required by CAR 141.02.3.
- (3) The duties and responsibilities of the personnel specified in CAR 141.02.3 including matters for which they have responsibility to deal directly with the Director on behalf of the organisation.
- (4) An organisation chart showing lines of responsibility of the personnel specified in CAR 141.02.3 and extending to each location listed under subparagraph (5).
- (5) Details of those locations where members or personnel of the organisation are to exercise functions or powers delegated by the Director.
- (6) A summary of the resources at and the scope of training to be conducted at each location listed under subparagraph (5).

- (7) Details of the organisation's procedure for recording which of its members and personnel hold authorisations granted by the organisation or delegations of the Director's functions or powers, or both, including the extent and scope of those authorisations and delegations.
- (8) Details of the procedures required by -
 - (a) CAR 141.02.3 regarding the competence of personnel;
 - (b) CAR 141.02.2 regarding quality assurance of the organisation.
- (9) Procedures to control, amend and distribute the manual of procedure.

1.2 General description of facilities at each location intended to be approved

A description of the facilities is required.

1.3 Notification procedure to the Director regarding changes in the facilities or procedures

A statement indicating who is responsible for notifying the Director regarding changes, and what changes are subject to notification.

141.02.2 QUALITY ASSURANCE SYSTEM

1. Minimum standards for a quality assurance system

- (1) The quality assurance system referred to in CAR 141.02.2(2), must include -
 - (a) a clear definition of the level of quality the organisation intends to achieve;
 - (b) a procedure that sets out the level and frequency of the internal reviews;
 - (c) a procedure to record the findings and communicate them to management;
 - (d) a list of responsible persons;
 - (e) procedures by which other quality indicators such as facility malfunction reports, incidents, occurrences, complaints and defects are brought into the quality assurance system;
 - (f) procedures for management analysis and overview;
 - (g) procedures for rectifying any deficiencies which may be found; and
 - (h) procedures for documenting the complete review process from the inspection to the satisfactory management review so that this is available to the Director during a safety inspection and audit.
- (2) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (3) The quality assurance system must be documented in the manual of procedure referred to in CAR 141.02.1.

141.02.6 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**1. Form of application**

The form referred to in CAR 141.02.6(a), in which application must be made for the issuing of an aviation training organisation approval to conduct standard training, or an amendment thereof, is contained in Annexure A.

141.02.7 ISSUING OF APPROVAL**1. Form of approval**

The form referred to in CAR 141.02.7(2), on which an aviation training organisation approval to conduct standard training, is issued, is contained in Annexure B.

141.02.12 RENEWAL OF APPROVAL**1. Form of application**

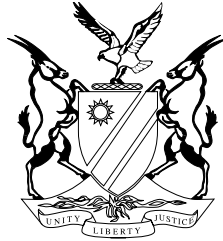
The form referred to in CAR 141.02.12(1)(a), in which an application for the renewal of an aviation training organisation approval to conduct standard training, must be made, is contained in Annexure A.

141.03.2 APPLICATION FOR APPROVAL**1. Form of application**

The form referred to in CAR 141.03.2(a), in which application must be made for the issuing of an aviation training organisation approval to conduct temporary training, is contained in Annexure C.

141.03.3 ISSUING OF APPROVAL**1. Form of approval**

The form referred to in CAR 141.03.3(2), on which an aviation training organisation approval to conduct temporary training, is issued, is contained in Annexure D.

Annexure A**REPUBLIC OF NAMIBIA****CIVIL AVIATION**

**APPLICATION FOR THE ISSUING OF AN AVIATION TRAINING
ORGANISATION APPROVAL (STANDARD TRAINING)
APPLICATION FOR THE AMENDMENT OF AN AVIATION TRAINING
ORGANISATION APPROVAL (STANDARD TRAINING)
APPLICATION FOR THE RENEWAL OF AN AVIATION TRAINING
ORGANISATION APPROVAL (STANDARD TRAINING)**

Notes:

- (i) *An application for the issuing of an aviation training organisation approval to conduct standard training, or an amendment thereof, must comply with the provisions of CAR 141.02.6.*
- (ii) *An application for the renewal of an aviation training organisation approval to conduct standard training, must comply with the provisions of CAR 141.02.12.*
- (iii) *Section 1 of this form must be completed in all cases.*
- (iv) *All other sections must be completed if applicable to the specific application.*
- (v) *The original application must be submitted to the Director: Civil Aviation.*
- (vi) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (vii) *Please delete if not applicable.*

Mark the appropriate block:

- Application for an aviation training organisation approval (standard training)
- Application for the amendment of an aviation training organisation approval (standard training)
- Application for the renewal of an aviation training organisation approval (standard training)

1. PARTICULARS REGARDING THE APPLICANT/HOLDER

1.1 Full Name :

1.2 Trade name :

1.3 Full Business/Residential address :	1.4 Postal address : Postal Code
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1.5 Telephone number :	1.6 Telefax number :
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1.7 Cell phone number :	1.8 E-mail address:
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1.9 SITA code (if any) :	1.10 Telex number :
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1.11 Legal status of applicants/holder (individual/close corporation/company/trust/other - specify:

1.12 Registration number in the case of a close corporation/company/trust:

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer:

Name	Position	Identity Number	Nationality	Country of permanent residence
.....
.....
.....
.....
.....
.....
.....
.....

1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.

.....
Signature

.....
Date

2. APPLICATION FOR THE ISSUING OF AN AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)

2.1 Type of standard training applied for:

2.2 Supporting documents:

Mark the appropriate block

Proof that the applicant is accredited to the designated body or institution

The manual of procedure

3. APPLICATION FOR THE AMENDMENT OF AN AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)

3.1 Approval number :	3.2 Expiry date :
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3.3 Particulars of amendments applied for :
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3.4 Supporting documents : Mark the appropriate block <input type="checkbox"/> Proof of accreditation to the designated body or institution in respect of amendments applied for <input type="checkbox"/> Amended manual of procedure
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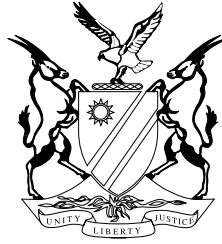
4. APPLICATION FOR THE RENEWAL OF AN AVIATION ORGANISATION APPROVAL (STANDARD TRAINING)

4.1 Approval number :	4.2 Expiry date :
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4.3 Type of standard training applied for :
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4.4 Supporting documents : Mark the appropriate block <input type="checkbox"/> Proof that the holder is accredited to the designated body or institution <input type="checkbox"/> The manual of procedure
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Annexure B



REPUBLIC OF NAMIBIA

CIVIL AVIATION

AVIATION TRAINING ORGANISATION APPROVAL (STANDARD TRAINING)

1. Approval number:	2. Expiry date:
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3. Name of holder:

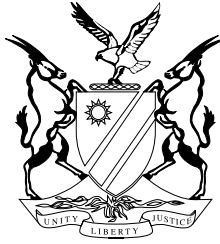
4. Physical address of holder:	5. Postal address of holder: Postal code:.....
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6. Scope of approval:
.....
.....
.....

7. I hereby certify that the holder of this approval has been duly approved in accordance with Part 141 of the Namibian Civil Aviation Regulations, 2001.

.....
Director: Civil Aviation

.....
Date of issue

Annexure C**REPUBLIC OF NAMIBIA****CIVIL AVIATION****APPLICATION FOR THE ISSUING OF AN AVIATION TRAINING ORGANISATION APPROVAL (TEMPORARY TRAINING)****Notes:**

- (i) *An application for the issuing of an aviation training organisation approval to conduct temporary training, must comply with the provisions of CAR 141.03.2.*
- (ii) *The original application must be submitted to the Director: Civil Aviation.*
- (iii) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (iv) *Please delete if not applicable.*

1. PARTICULARS REGARDING THE APPLICANT

1.1	Full Name :
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1.2	Trade name :
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1.3 Full Business/Residential address :	1.4 Postal address : Postal Code
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1.5 Telephone number :	1.6 Telefax number :
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1.7 Cell phone number :	1.8 E-mail address:
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1.9 SITA code (if any) :	1.10 Telex number :
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1.11 Legal status of applicants/holder (individual/close corporation/company/trust/other - specify:

1.12 Registration number in the case of a close corporation/company/trust:

1.13 Full particulars in respect of the individual/each responsible director/shareholder/partner/member/office bearer:

Name	Position	Identity Number	Nationality	Country of permanent residence
.....
.....
.....
.....
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1.14 The applicant/holder declares hereby that the particulars provided in this application are true in every respect.

.....
Signature
Date

2. PARTICULARS REGARDING TEMPORARY TRAINING

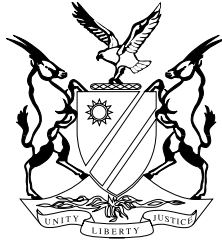
2.1 Type of temporary training applied for:
.....

2.2 Particulars of personnel responsible for conducting the temporary training, as well as their competence and experience:
.....

2.3 Particulars of facilities and resources available:
.....

2.4 Particulars of procedures according to which the temporary training will be conducted:
.....

2.5 Particulars of the period required to conduct the temporary training applied for:
.....

Annexure D**REPUBLIC OF NAMIBIA****CIVIL AVIATION****AVIATION TRAINING ORGANISATION APPROVAL (TEMPORARY TRAINING)**

1. Approval number:	2. Expiry date:
3. Name of holder:	
4. Physical address of holder:	5. Postal address of holder: Postal code:.....
6. Scope of approval:	
7. I hereby certify that the holder of this approval has been duly approved in accordance with Part 141 of the Namibian Civil Aviation Regulations, 2001.	

.....
Director: Civil Aviation

.....
Date of issue
