

PARACHUTE ASSOCIATION
of
SOUTH AFRICA
MANUAL OF PROCEDURES



**IN ACCORDANCE WITH PART 149 OF THE SOUTH AFRICAN CIVIL AVIATION
REGULATIONS, 2011 AS AMENDED**

ARO APPROVAL NUMBER SACAA / ARO: 004

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REVISION 004



1. DETAILS AND APPROVAL

Title of Document: Revision and Amendment Number: Effective Date:	Manual of Procedures (MOP) Revision number: 004 04 September 2025
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Process	Name	Signature	Date
Prepared and Reviewed by the Quality Assurance Manager	Candice-Lee Holder		04 September 2025
Reviewed by the Accountable Manager	Henk van Wyk		04 September 2025
Approved by the South African Civil Aviation Authority	N de Lange SM:GAD		22 September 2025



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5. ACCOUNTABLE MANAGER STATEMENT

This is to certify that I, Hendrik (Henk) Cornelis Van Wyk, in my capacity as Accountable Manager of the Parachute Association of South Africa, acknowledge and understand the contents of this MOP.

I further certify that:

This MOP has been compiled in accordance with the South African Civil Aviation Regulations Part 149 and Technical Standards Part 149 and sets out the particular aspects relating to the control and regulation of sport parachuting in South Africa.

This MOP, and all other manuals and documents referenced herein, define the organisation, and demonstrate its means and methods for ensuring ongoing compliance with Part 149 of SA-CAR and SA-CATS.

This MOP contains a true and accurate reflection of PASA's policies and procedures.

I am committed to ensuring that all relevant parties consistently comply with this MOP and all manuals and documents referenced herein, as well as all Civil Aviation Regulations and Technical Standards applicable to PASA.

This MOP should be read in conjunction with, and considered supplementary to, the following documents:

1. South African Civil Aviation Regulations ([Regulations / Civil Aviation Regulations, 2011](#))
2. South African Civil Aviation Technical ([Technical Standards](#))
3. PASA [Standard Operating Procedures](#), a standalone manual, approved by the SACAA.

Signed at Mossel Bay on this 04th day of September 2025.

SIGNED :
DESIGNATION :


Accountable Manager



6. PERSONNEL

PASA is governed by a Management Council.

6.1 Titles and Names

The office bearers listed below are as ratified at the 2025 Annual General Meeting held electronically on 25 March 2025.

The Chairman of PASA will automatically function as the Accountable Manager, unless otherwise designated by means of a Management Council Resolution.

Responsibilities are delegated by the Accountable Manager as required.

The Accountable Manager, Quality Assurance Manager and National Safety & Training Officer must be supplied with a letter of appointment confirming their duties and responsibilities.

PASA Management Council Members:

Portfolio	Name	Contact	Email
Chairman / Accountable Manager	Henk van Wyk	071 641 1667	chairman@para.co.za
Quality Assurance	Candice-Lee Holder	082 748 7428	quality@para.co.za
Competitions	Dylan Hemer	072 124 6670	ssaexec@para.co.za
Drop Zone Operators	Blake Mac Millan	071 121 7404	adzoexec@para.co.za
National Safety & Training Officer	Mark Bellingan	082 571 3155	safety@para.co.za

PASA Management Council Non-Executive Members:

Portfolio	Name	Contact	Email
Co-opted member	Beverly Cosslett	083 627 4094	mc@para.co.za
Any one Non-Executive Director	Bradley Curnow Amy Ashford Colin Rothman	021 553 3398	neds@para.co.za

Sport Skydivers Association (SSA) Executive Committee:

Portfolio	Name	Contact	Email
Chairman: SSA	Dylan Hemer	084 370 8827	ssaexec@para.co.za
Executive committee member	Beverly Cosslett	083 627 4094	ssaexec@para.co.za
Executive committee member	Dino Paulo	082 419 3191	ssaexec@para.co.za

PASA employs a full time Administration Officer:

Portfolio	Name	Contact	Email
Administration Officer	Neeve Oosthuizen	021 553 3398	admin@para.co.za

Each PASA DZ Operation may appoint one representative to the Association of Drop Zone Operators (ADZO) board. The members of this board elect the Executive Committee:

Portfolio	Name	Contact	Email
Chairman: ADZO	Blake Mac Millan	071 121 7404	adzoexec@para.co.za
Executive committee member	Henk van Wyk	071 641 1667	adzoexec@para.co.za

6.2 Procedure for initially assessing personnel authorised by the ARO

Personnel are elected or appointed as outlined in the PASA Constitution by the relevant bodies of their peers who are satisfied that they are competent to carry out and supervise the responsibilities as contained in this MOP and all other documents referenced herein. Personnel who are elected are ratified by the members of the Parachute Association at an AGM. The National Safety and Training Officer is appointed by the PASA Management Council and is required to be a duly qualified person approved by the instructor evaluator body of PASA. Requirements to be an instructor evaluator are outlined in PASA's Standard Operating Procedures (SOP).

6.3 Procedure for maintaining the competence of authorised personnel

Personnel competence is maintained through ongoing peer review, together with any internal reviews performed by the Quality Assurance Manager.



6.4 Procedures which PASA is authorised to establish and administer

PASA is a SACAA-approved Aviation Recreation Organisation which oversees and administers sport parachuting in South Africa.

All parachuting is conducted in accordance with the requirements contained in PASA's SOP which is issued and revised by the National Safety & Training Officer, under the authority of the Accountable Manager.

The SOP will not be in conflict with the procedures prescribed in any Civil Aviation Regulations and Technical Standards applicable to parachuting. The SOP will contain emergency procedures to be followed. All drop zones will maintain a list of emergency contacts.

The SOP is a living document and is reviewed on an ongoing basis. Amendments to the SOP may be proposed via a drop zone Chief Instructor or Safety Officer or an Evaluator or directly to the National Safety & Training Officer. Proposed amendments are considered, in consultation with relevant interest groups, prior to being implemented and published.

Parachuting drop zones are assessed in accordance with the requirements in PASA's Drop Zone Membership Requirements prior to submission to SACAA for approval using the requisite application form. Such submission will include supporting documents as may be required from time to time. Parachuting only takes place at designated, attended aerodromes. Approved drop zones are published by the SACAA in the relevant Aeronautical Information Publication.

7. DUTIES AND RESPONSIBILITIES OF PERSONNEL

The PASA Management Council comprises:

- Chairman (Accountable Manager)
- Council member representing drop zones
- Council member representing sport parachuting
- Non-executive Director
- National Safety & Training Officer

Duties and responsibilities of the Management Council are outlined in the PASA Constitution.

7.1 Chairman (Accountable Manager)

7.1.1 Requirements:

- Must have a general knowledge of the aviation sector falling under PASA.
- Must have good people skills.
- Must have good managerial skills.
- Must be well versed in parachuting and related topics.
- Must have access to the Internet and e-mail.
- Must be available via mobile phone at all normal business hours and after hours, for emergencies.

7.1.2 Duties and responsibilities:

- At all times seek to promote the goals of PASA and have the interests of PASA and sport parachuting in general at heart.
- Have unrestricted access to work performed or activities undertaken by all other persons such as employees of, and other persons rendering service under contract with PASA.
- Have full rights of consultation with any such person in PASA in respect of compliance.
- Have the power to order cessation of any activity where compliance is not effected.
- Maintain and oversee communication between PASA and the Director in terms of SA-CAR 149.
- Have a duty to establish liaison mechanisms with the Director with a view to ascertain correct manners of compliance with the said requirements, and interpretations of such requirements by the Director, and to facilitate liaison between the Director in terms of SA-CAR Part 149 and PASA.
- Appoint suitable resources to manage the Quality Assurance System.
- Deal with complaints addressed to PASA, either in person, or delegate to the appropriate personnel and ensure that the complaint has been dealt with satisfactorily.
- Monitor any suspensions or disciplinary procedures.
- Report to the management of PASA on investigations and consultations mentioned above.
- Attend necessary events and meetings in line with the aims and goals and to the benefit of PASA and its members or arrange for a PASA representative to attend in his stead.



7.2 Quality Assurance Manager

7.2.1 Requirements

- Must be a competent person with a thorough knowledge and understanding of the contents of the approved MOP.
- Must have access to the Internet and e-mail.
- Must be available via mobile phone at all normal business hours and after hours, for emergencies.

7.2.2 Duties and responsibilities

- Reports directly to the Accountable Manager.
- Must perform quality control functions as required by the Quality Assurance System herein.
- Monitor the QAS to ensure it meets the required goals and objectives and implement improvements in the system when required.

7.3 National Safety & Training Officer

7.3.1 Requirements:

- Must have experience as a PASA Evaluator.
- Must have the desire to promote safety amongst all parachutists.
- Must have access to the Internet and e-mail.
- Must be available via mobile phone at all normal business hours and after hours, for emergencies.

7.3.2 Duties and responsibilities:

- Report directly to the Chairman / Accountable Manager.
- Perform safety related tasks as outlined in PASA's SOPs and as may be delegated by the Chairman / Accountable Manager from time to time.

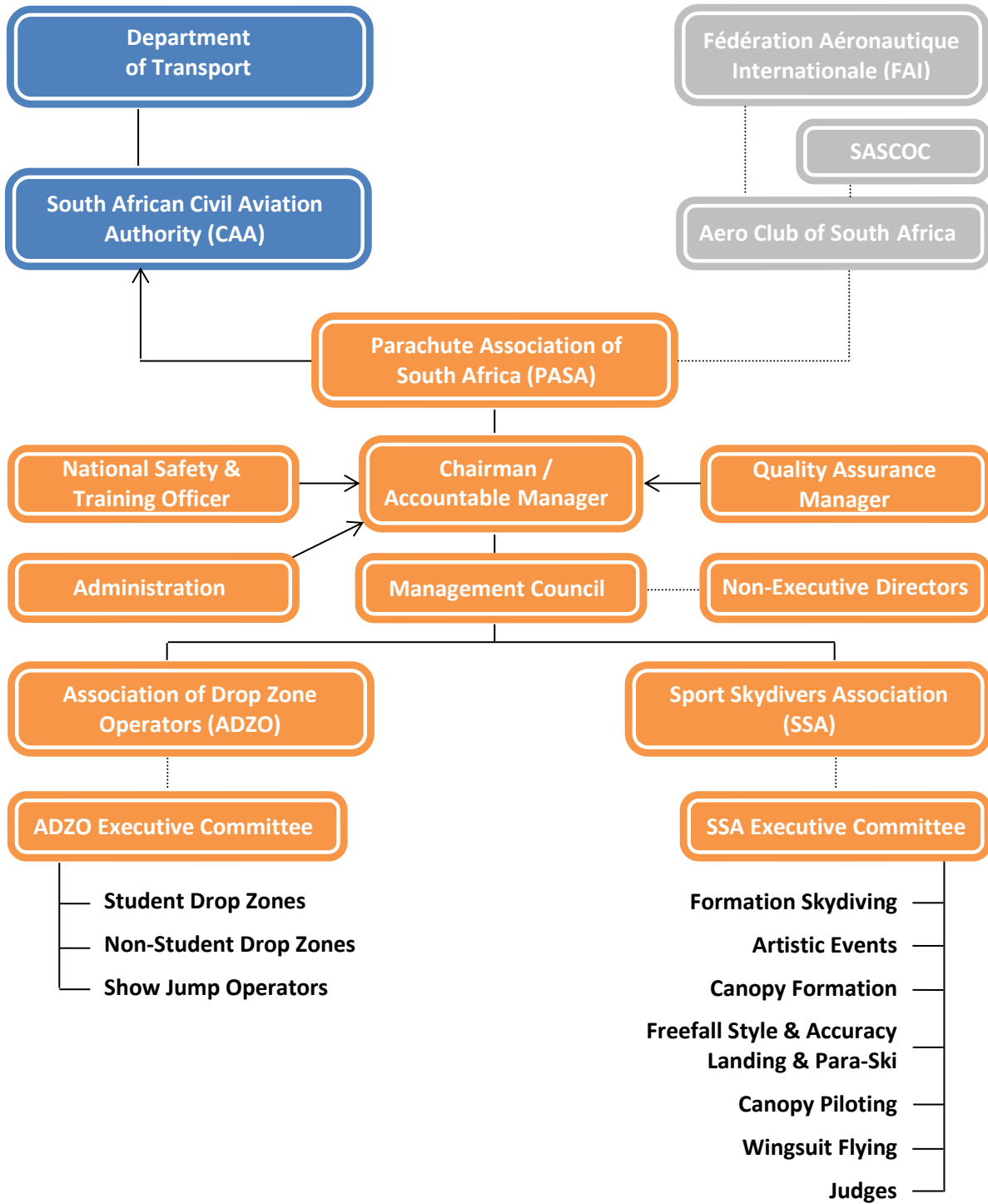
7.4 Administration Officer

7.4.1 Duties and responsibilities

- Report directly to the Chairman / Accountable Manager.
- Maintain the PASA member database and PASA website.
- Perform administration functions as required from time to time.



8. ORGANISATION CHART





9. LOCATIONS

The head office for PASA is c/o 4 Janssens Crescent, Melkbosstrand, 7441. The office is not open to public access.

Location	Members or personnel	Function
Mossel Bay	Henk van Wyk	Accountable Manager (duties as per 7.1 herein)
Cape Town	Candice-Lee Holder	Quality Assurance Manager (duties as per 7.2 herein)
Melkbosstrand	Mark Bellingan	National Safety & Training Officer (duties as per 7.3 herein)

PASA members conduct their activities throughout South Africa at approved [drop zones](#).

10. RESOURCES

Register of resources located at Melkbosstrand office:

Item description	Serial No.
Rexel LS115 ID card laminator	LS115*2404060331
Fellowes H8C Power Shredder	H-8C160408QA0023454
Dell 3567 i5 laptop	CJRW5P2
HP OfficeJet Pro 6960 printer/scanner	TH8521P2FX
Ruijie Wireless Router	****230190
Telkom landline	N/A
Microsoft 365	****5790
ZTE LTE MIFI Router	353373110986514

11. AUTHORISATIONS OR DELEGATIONS GRANTED

The Director has not delegated any functions or powers to PASA.

The scope of duties and responsibilities of PASA personnel is contained in Section 7 herein.

12. QUALITY ASSURANCE SYSTEM

This QAS complies with CAR 149.02.3(1) and (2) and CATS 149.02.3(1).

12.1 Level of Quality PASA intends to achieve

PASA Quality Assurance ensures that all the planned and systematic actions necessary to provide adequate confidence that all organizational activities satisfy a specific standard and requirements.

The level of quality PASA is committed to includes the following:

- a. To excel in the level of service to PASA members.
- b. Provide effective administration.
- c. Compliance with the PASA MOP and all other PASA documentation and Manuals.
- d. Compliance with the applicable Civil Aviation Regulations and Technical Standards.
- e. All records and relevant documentation be kept up-to-date and be adhered to.
- f. Continuous improvement within the organisation.
- g. Internal reviews.
- h. Improvement of manuals and documentation.
- i. Checking the PASA systems and methods of operations are suitable for its intended purposes and monitoring the effectiveness of the PASA procedures.

All members are required to confirm that they have read and understood the content of the PASA MOP. Such confirmation is done via a mandatory checkbox on online membership renewal forms.



12.2 Internal Reviews

PASA will subject itself to audits by the Director as may be necessary to determine compliance with the approved MOP.

In addition, PASA's Quality Assurance Manager will conduct at least one internal review per annum to ensure full compliance to the approved MOP, SA-CAR Parts 105 and 149 and SA-CATS Part 149.

Internal reviews will focus on key areas to ensure compliance with this MOP and all other Manuals referenced herein. Key areas reviewed will include but not be limited to:

- a. Drop Zone operations
b. National Safety & Training
c. Administration
d. Management / Accountable Manager

12.3 Procedure to record findings and communicate them to management

- a. Any finding or observation identified by the Quality Assurance Manager during an internal review will be recorded in writing and forwarded to the Accountable Manager.
b. The reviewed party will be informed of any observation or finding and be required to submit a Corrective Action Plan (CAP) and rectify any finding within a specified time frame.
c. The Accountable Manager will sign off the finding once rectified.
d. Outcomes will be reported to the Accountable Manager and recorded at a meeting of the Management Council.

12.4 Responsible Persons

A competent person will be responsible for quality control and will have direct access to the Accountable Manager.

Table with 2 columns: Responsible person, Areas of responsibilities. Row 1: Candice-Lee Holder, Conduct internal reviews, Maintain the Quality Assurance System, Ensure non-compliances are recorded and reported as required herein.

12.5 Other Quality Indicators

Other quality indicators as listed below relate to contraventions of this MOP and all manuals and regulations referenced herein and may be identified during internal reviews or reported directly to the Accountable Manager and/or Quality Assurance Manager.

Once reported, any required remedial action will be actioned by the Accountable Manager and/or Quality Assurance Manager or a suitable person delegated by the Accountable Manager.

Outcomes will be reported to the Accountable Manager and recorded at a meeting of the Management Council.

Due to the demographic distribution of the PASA Management Council, such items may be dealt with via electronic communication media or tabled at a Management Council meeting.

12.5.1 Facility malfunctions

12.5.2 Incidents

12.5.3 Occurrences

12.5.4 Complaints

12.5.5 Defects



12.6 Procedures for Management Analysis and Overview

- 12.6.1 Data accumulated during an internal review period will be discussed and analysed at a Management Council meeting, as the need may arise.
- 12.6.2 Data relating to the quality indicators herein will be discussed and analysed at a Management Council meeting, as the need may arise.
- 12.6.3 Statistical data regarding safety incidents will be reviewed by the National Safety and Training Officer and a summary shared with Chief Instructors, Safety Officers, and Evaluators on a regular basis.

12.7 Procedures for rectifying any deficiencies

Deficiencies brought to the attention of the Accountable Manager and/or Quality Assurance Manager will be recorded as non-compliances. Depending on their nature and severity, such non-compliances may require:

- Corrective action – to rectify or prevent recurrence within a specified time.
- Consideration – noted as observations for information and improvement.

The Quality Assurance Manager will monitor non-compliances until rectified and report on progress at Management Council meetings.

Overdue corrective actions will be escalated to the Accountable Manager for immediate action.

12.8 Procedures for documenting the complete review process

- 12.8.1 The Quality Assurance Manager will document the process from internal review to management review.
- 12.8.2 Documentation relating to 12.8.1 above will be available to the Director during any audit as may be required.
- 12.8.3 The Quality Assurance Manager will maintain quality control review records for a period of at least five years calculated from the date of the last entry made in such records.

13. CONTROL, AMENDMENT AND DISTRIBUTION

13.1 Control and Amendment

A control copy of the PASA MOP will be maintained under the authority of the Accountable Manager and retained by the PASA administration office.

The PASA MOP available on the PASA website will at all times be deemed to be the current and applicable version.

Amendments to this MOP will be published by PASA from time to time.

Amendments are reviewed and approved by the Quality Assurance Manager and Accountable Manager, in consultation with the PASA Management Council. Approved amendments must be submitted to SACAA for approval prior to implementation.

13.2 Distribution

This MOP, together with documents referenced herein and any other important and regulatory documentation, is available to download from the Documents Library of PASA's website at <https://www.para.co.za/Documents>.