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GENERAL

ADMINISTRATION PROCEDURES: TECHNICAL APPROVED PERSONS AND AIRCRAFT OWNERS

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When applying for Authority to Fly's, we sometimes receive inaccurate or incomplete documents. Unfortunately, we cannot process this, and when handed back to the unsuspecting client, the defence normally includes advice received from the AP.

We therefore bring to the attention of both the AP and the aircraft owner the following:

When signing out an aircraft, the **AP MUST**:

1. Verify **Aero Club Membership** of the owner or operator.
2. Apply the provisions of **Regulation 24 and 44 and 66.4 of the CARs of 2011**, and enter this into the aircraft logbook(s).
3. Ensure that the **Aircraft maintenance log book(s)** have been accurately completed
4. A "**Release to Service**" shall be issued by the AP, or the owner if used for private purposes (pro-forma books available from Aero Club at R 85.00 – contains 100 duplicate forms)
5. Check the correlation between the **Flight Folio** and **aircraft log book(s)**
6. The AP must accurately complete a detailed **work pack** on the work performed, and keep this no less than 5 years for audit purposes.

We have been getting an array of logbooks with applications for Authority to Fly documents.

The following is brought to your attention:

1. After every flight, the **Pilot MUST** make the flight entry in his/her **personal logbook** (pilot logbook)
2. After every flight the pilot must make a **detailed flight entry in the flight folio** (NOT THE AIRFRAME/PROP/ENGINE LOGBOOKS)
3. All snags must be entered into the **flight folio**, by the pilot, owner or operator detecting the snag, all **repairs or corrections** of the snag must be entered into the **aircraft maintenance logbook** by the relevant AP, and the rectification **closed in the flight folio by the relevant AP.**
4. Every bit of **maintenance** needs to be recorded in the airframe / prop logbook (spark plugs/filters etc)
5. Every time an AP is required to sign out maintenance or repair on the AIRCRAFT logbook(s), a "Release to Service" needs to be issued by the AP if used for training or commercial use in terms of Part 96, this may be done by the owner if used for private use only, as the owner remains responsible for the continued airworthiness of the aircraft.

The above emphasised points are not limiting the application of the relevant regulations, but serves to clarify the use of logbooks.

At times during the life of aircraft, updated equipment lists, weight and balance certificates and other documents may be required in terms of the particular regulations. Please consult with your AP on when what is required. You are always welcome to contact the office of RAASA for any further detail,

RAASA is designated and dedicated to serve the recreational flyer!