



GA & RA Flight Authorisation System User Manual

Version 1.4

Date 20 May 2020

Please note that this system was compiled over an extremely short space of time. It is therefore imperative that you go through this User Manual to ensure that your application is submitted correctly. Should you fail to do so approval of your application will most certainly be delayed.

Follow the Link:

www.aerosys.co.za/aeroclub

You will get to this page:

Email Address:
*
Cell Number:
 Remember me
Invalid Login

For support, please contact:
office@aeroclub.org.za

Welcome to the GA & RA Flight Authorisation Application Option

Disclaimer:

This Application was independently developed by industry, adopted by the SACAA, and facilitated by the Aero Club of SA and Commercial Aviation Association of SA. It bears no cost to the user, and the facilitators shall not be held harmful or responsible for any actions arising from using the service.

- This application allows users to apply for Continued Airworthiness (Engine and System health) flights only, as per CAA General Notice # GAD-2020/001.
- This application option has been created to facilitate the application and authorisation process of Continued Airworthiness flights, whereby the Aero Club and CAASA assist in collating data for processing of applications to the SACAA, and is not the authorising body. This is a no cost service.
- Following this system is voluntary, and does not preclude anyone from approaching the SACAA directly for flight authorisation.
- All information provided as part of this application process remains private and confidential to the applicant.
- In order to use this application, the details below need to be provided to register a user.
- Users already registered can log in to the system to the section on the left.
- Applications made through this system has a turnaround time for approval within 5 days.

Name:
Surname:
ID Number:
E-mail:
Cellphone:
 I agree to the terms above:

Register HERE !!!

You will register on this page. See the format of the fields above. After completing the form click on "SUBMIT". You will now get the page shown below. Click on "Continue". You will receive an email and a sms to verify that you have now been registered successfully.

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Complete

Your user account has been successfully created.
Please click 'Continue' below and log in to the system to continue.

After clicking on “Continue” you will get the following login page. Here you need to login now with your email address and your Cell phone number:



Email Address:



Enter Email address Here

Cell Number:



Enter Cell No Here

Remember me

Enter the details above and click on “Log In”. Now you will get the following page:

USER:
dupreez.anneli@gmail.com
[Logout](#)

You are logged on to the Aeroclub Flight Authorization System website

In order to apply for a flight authorization the following steps need to be performed:

Home

Aircraft ▶

Flights ▶

STEP 1:

Add one or more aircraft for which an authorization is required, by clicking on the [AIRCRAFT] [ADD AIRCRAFT] menu item on the left.

STEP 2:

Complete the flight request by clicking on the [FLIGHTS] [APPLY FOR FLIGHT] menu item on the left.

Please note that you will need to upload copies in PDF, JPG, PNG or GIF format of the following documents:

- Authority To Fly or Certificate of Airworthiness
- Certificate of Release to Service
- Maintenance Preservation Protocol (a document from the manufacturer indicating preservation protocol)

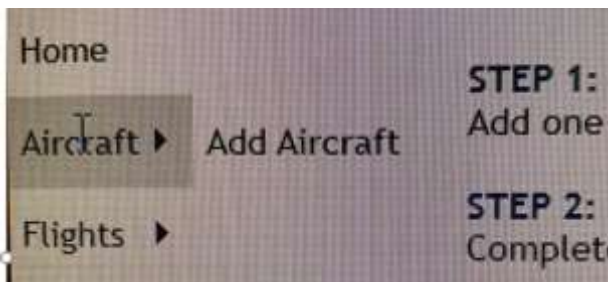
You will be kept informed of the status of your application via email and SMS.

Once your application has been approved, you will need to complete step 3 before and after a flight is made.

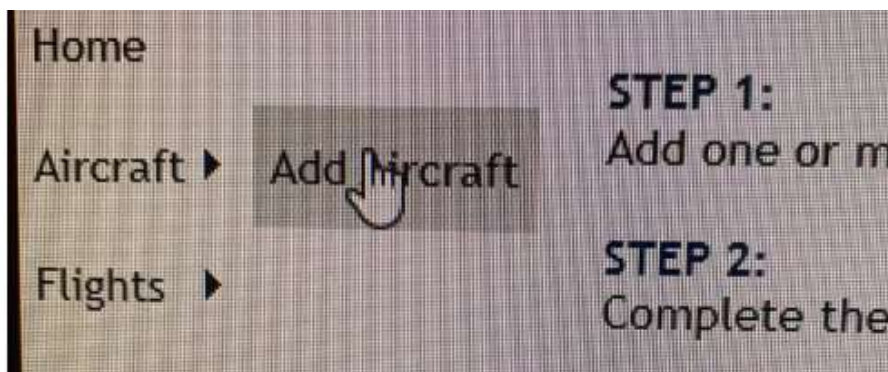
STEP 3:

Indicate when the actual flight is taking place by clicking on the [FLIGHTS] [ACTIVATE FLIGHT] menu item on the left.

Hover you mouse over “Aircraft ->” as follows:



With you mouse hovered over “Aircraft ->” the “Add Aircraft will appear. Click on the “Add Aircraft”



The following page will open up where you can add your aircraft. The sample information should be sufficient for you to add your aircraft. After putting in the relevant information as in the example below you can click on the button on the bottom left which is the “Save” button.



USER:
dupreez.anneli@gmail.com **ADD AN AIRCRAFT**
[Logout](#)

Home	Registration <i>(E.g. ZS-ABC)</i>	<input type="text" value="ZS-ABC"/>
Aircraft ▶	Aircraft type <i>(E.g. Cessna 172)</i>	<input type="text" value="Cessna 172"/>
Flights ▶	Engine type/model <i>(E.g. Licensing IO540)</i>	<input type="text" value="Lycoming IO540"/>
	Location of the aircraft <i>(E.g. Kitty Hawk, Pretoria)</i>	<input type="text" value="Kitty Hawk, Pretoria"/>
	 	

After clicking “Save” the following screen will appear. Should you have more than one aircraft that you would like to register you can click on the Click “[here](#)” text on the screen below. You will submit exactly the same information and then again will have to click on the “Save” button on the bottom left.



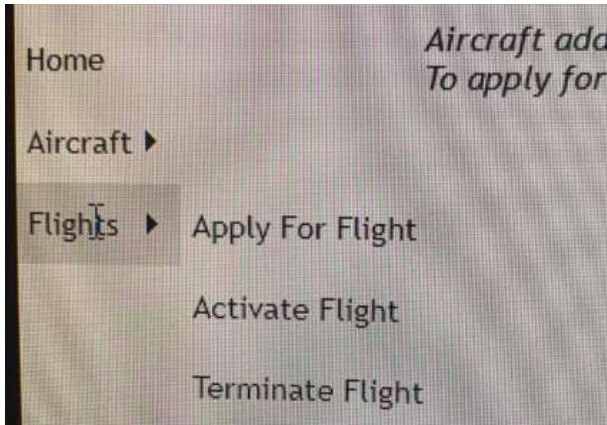
USER:
dupreez.anneli@gmail.com **ADD AN AIRCRAFT**
[Logout](#)

Home *Aircraft added successfully. Click [here](#) to add another aircraft*
To apply for a flight authorization click on FLIGHTS - APPLY FOR FLIGHT on the menu on the left

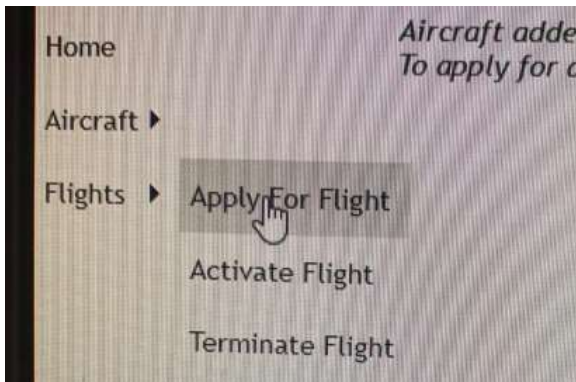
Aircraft ▶

Flights ▶

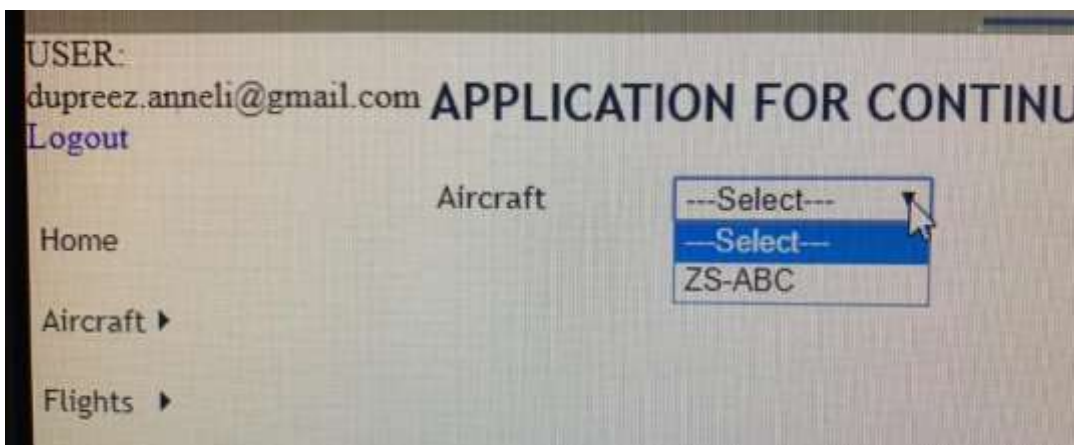
Now that the relevant aircraft have been registered you can follow the next step. You would now like to apply for a flight. Thus, hover you mouse over “Flights” (see below). Three options will appear to the right.



Click on the “Apply for Flight” option (see below):



The following screen will appear where you need to select the aircraft you will be using for this flight (remember you can have more than one aircraft). Should you have another aircraft you will again have to “Apply for Flight” for this aircraft as well. As you can see below there is only one aircraft (ZS-ABC) and this aircraft will be selected.



THE FOLLOWING SECTION IS EXTREMELY IMPORTANT IN TERMS OF DOING THINGS IN THE CORRECT SEQUENCE. THIS SECTION IS NUMBERED IN THE SEQUENCE THAT IT NEEDS TO BE COMPLETED:

00.za APPLICATION FOR CONTINUED AIRWORTHINESS FLIGHT

Aircraft ZS-THS

AERO CLUB AND CAA COMMENTS (IF APPLICABLE)
AERO CLUB
CAA

APPLICATION DETAIL

Pilot Name	<input type="text"/>
Pilot Surname	<input type="text"/>
Pilot Licence Nr	<input type="text"/>
Pilot Cell Nr	<input type="text"/>
Comments	<input type="text"/>

= 1

= 2

UPLOAD DOCUMENTS

Authority to Fly (Non Type Certified)
 No file chosen

Certificate Of Airworthiness (Type Certified)
 No file chosen

Certificate Of Release to Service
 No file chosen

Maintenance Preservation Protocol
 No file chosen

= 3

*Please upload any applicable documents in the section above BEFORE you save and submit.
To upload, choose a file using BROWSE, then choose UPLOAD. One file at a time.*

= 4

SECTION 1 – PILOT INFO

Please complete the relevant info.

SECTION 2 – COMMENTS

Should you have any comments at this point please provide it here. This field can be left open as well.

SECTION 3 – DOCUMENTS TO BE UPLOADED

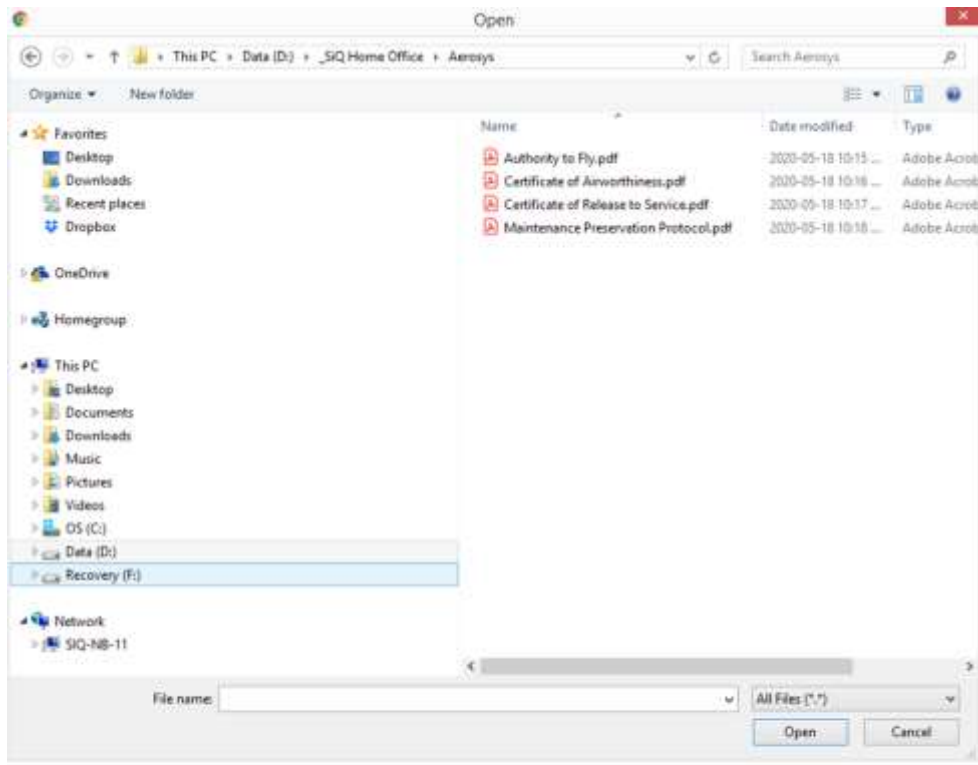
PLEASE NOTE THAT THIS SECTION NEEDS TO BE COMPLETED BEFORE SECTION 4 WHICH IS THE ACTUAL SUBMISSION OF THE INFO ON THIS PAGE !!!!!

Furthermore, within this section the sequence of doing things is EXTREMELY important. Please refer to the graphic below:

UPLOAD DOCUMENTS			
Authority To Fly (Non Type Certified)	<input type="button" value="UPLOAD"/>	<input type="button" value="Choose File"/> No file chosen	= A
Certificate Of Airworthiness (Type Certified)	<input type="button" value="UPLOAD"/>	<input type="button" value="Choose File"/> No file chosen	= B
Certificate Of Release To Service	<input type="button" value="UPLOAD"/>	<input type="button" value="Choose File"/> No file chosen	= C
Maintenance Preservation Protocol	<input type="button" value="UPLOAD"/>	<input type="button" value="Choose File"/> No file chosen	= D

Should you be applying for a flight for a Non-Type Certified aircraft you will have to upload documents for A, C and D (thus 3 documents !!). Should you be applying for a flight for a Type Certified aircraft you will have to upload documents for B, C and D (thus 3 documents !!).

Lets us do an example for a Non-Type Certified aircraft. We will thus start the upload for "A" above. At "A" start with "Choose File" (see below).



Your File Explorer will open up and you will go to the file directory where your Authority to Fly document is located. The following file formats will be supported; pdf, jpg, gif and png. Click on the file and in File Explorer you can click on “Open” in the right bottom corner. Depending on the file size it may take a minute or so to appear in the text to the right of the “Choose File” (before the file is chosen the following text appears there “No file chosen”). See the graphic below.

Selected file name appears

UPLOAD DOCUMENTS

Authority To Fly (Non Type Certified)
UPLOAD Choose File Authority to Fly.pdf

Certificate Of Airworthiness (Type Certified)
UPLOAD Choose File No file chosen

Certificate Of Release To Service
UPLOAD Choose File No file chosen

Maintenance Preservation Protocol
UPLOAD Choose File No file chosen

BEFORE CHOOSING THE NEXT FILE, PLEASE FIRST CLICK ON THE “UPLOAD” BUTTON FOR THE FILE YOU HAVE JUST CHOSEN. It may also take a minute or so to upload. When it has uploaded, it will be indicated as follows:

File Uploaded Successfully

UPLOAD DOCUMENTS

Authority To Fly (Non Type Certified)
UPLOAD Choose File No file chosen

Then only can you choose the next file to upload. This sequence needs to be maintained for all the 3 documents to be uploaded.

When all 3 documents have been uploaded you can now go the Section 4 and click on “Save and Submit”:

*Please upload any applicable documents in the section below BEFORE you save and submit.
To upload, choose a file using BROWSE, then choose UPLOAD. One file at a time.*

SAVE AND SUBMIT

CANCEL

= 4

You will now receive updates on the progress of your application via sms and email. When approved by the CAA you will receive an email that should look similar to the email copied below:

Reply Reply All Forward



SQL Mail <support@siq.co.za>

Flight Authorization Request Approved

The CAA has reviewed your flight application for aircraft ZS-EUG, and the application has been approved, subject to the following:

- The expiry date of this approval is May 26 2020 11:59PM
- The flight must be activated on the Aero Club system, before the flight commences and must be terminated on the Aero Club system after it has terminated.
- Activating a flight requires flight to be kept within the boundaries of 10nm of radius of the take-off airfield.
- No flight plan is required for flights where take-off and landing are carried out at the same airfield.
- Valid pilot licences to be ensured also in accordance with the requirements set out in exemption notice as released on the 26th of March 2020 regarding licence and medical extentions.
- The duration of each flight shall be the minimum required by the directives, requirements or recommendations as specified for each aircraft but shall not exceed 60 minutes
- Only the pilot and essential crew shall be permitted in the aircraft for purposes of the flight, if an aircraft does not require essential crew the operation will be solo.
- No over water flights or out landings shall be permitted.
- No repetitive flights within a 28 day cycle shall be allowed unless so required in the directives, requirements or recommendations as specified for each aircraft.
- No flight plan is required, however ATNS in controlled airspace can deny flights due to scheduled activity, thus best to contact local ATC for directives on flight scheduling.

When you receive this email and you are ready to conduct your flight you can again go to:

www.aerosys.co.za/aeroclub

Here you can login and again see the following page:



USER:

eugene.dupreez@siq.co.za
[Logout](#)

You are logged on to the Aeroclub Flight Authorization System website

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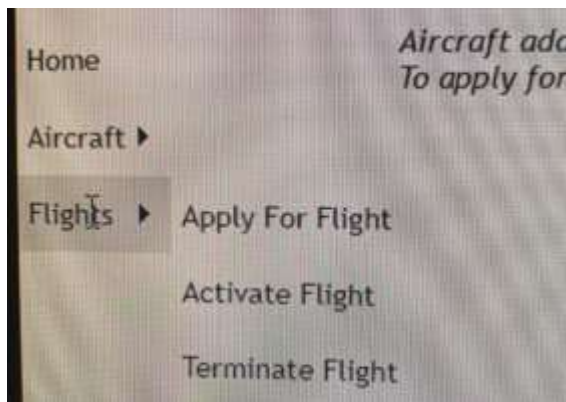
Once your application has been approved, you will need to complete step 3 before and after a flight is made.

STEP 3:

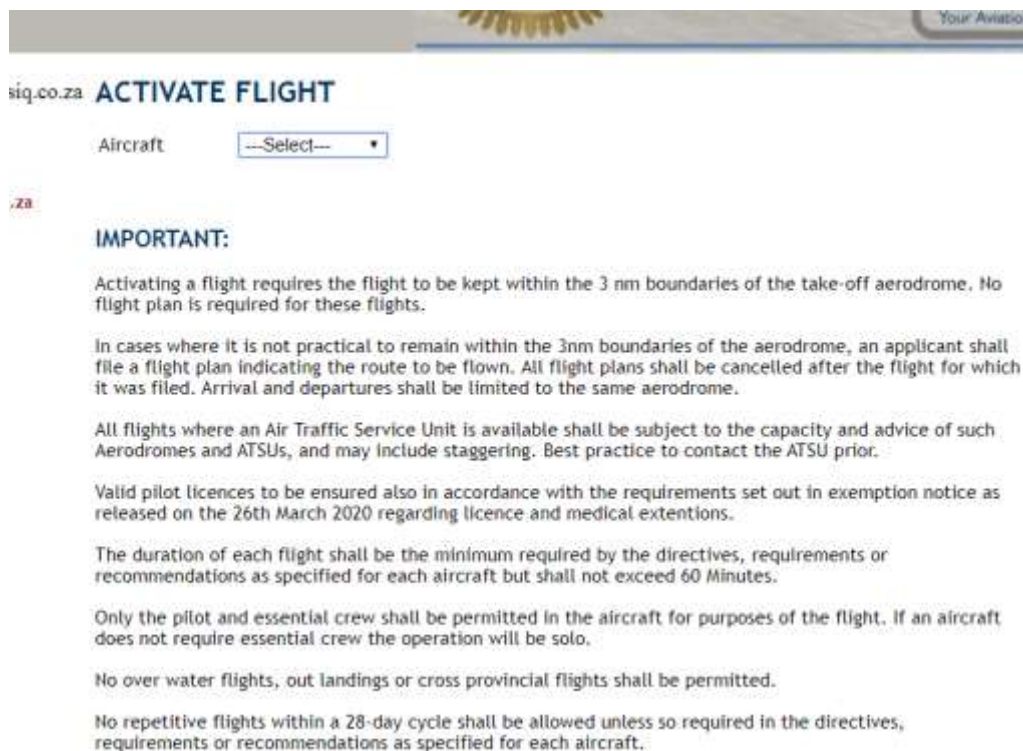
Indicate when the actual flight is taking place by clicking on the [FLIGHTS] [ACTIVATE FLIGHT] menu item on the left.

Home
Aircraft ▶
Flights ▶

Now you can hover over flights again and the three options will show. This time you would select the second option as you would like the “Activate Flight”.



After clicking on the “Activate Flight” then the screen below will open. This screen shows your linked aircraft that are available to conduct a flight with. You need to then select the aircraft for the relevant flight. This will typically be done when you are at the airfield already.



After selecting the aircraft, the following screen will open. This screen will show the CAA approval window for the flight. You now need to click on the white cross within the green circle (as depicted below).

USER:
eugene.dupreez@siq.co.za **ACTIVATE FLIGHT**
[Logout](#)

Aircraft

Home
Aircraft ▶
Flights ▶

Click  to open the flight activation section for an approved flight

	CAA APPROVAL: FROM DATE	CAA APPROVAL: EXPIRY DATE
	2020/05/19	2020/05/27


Click here 


After clicking we the red arrow are pointing above the dropdown below will open.

USER:
eugene.dupreez@siq.co.za **ACTIVATE FLIGHT**
[Logout](#)

Aircraft

Home
Aircraft ▶
Flights ▶

Click  to open the flight activation section for an approved flight

	CAA APPROVAL: FROM DATE	CAA APPROVAL: EXPIRY DATE
	2020/05/19	2020/05/27

ACTIVATE FLIGHT

Click the button below to log the current date and time.
The logged value can be edited, if necessary.

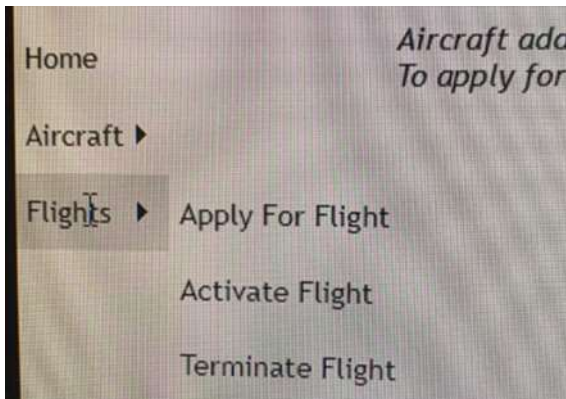
LOG CURRENT

SAVE AND SUBMIT

CANCEL

If you are going to take-off now then you select the “LOG CURRENT” button. If you choose a later take-off time you will also click on the “LOG CURRENT” button and then just edit the time. After selecting the appropriate time, you will click on “SAVE AND SUBMIT”. Now your flight has been activated. ENJOY YOUR FLIGHT !!!!

After returning from your flight you need to terminate the flight. To do that you will again go to the screen shown below. You will hover over the “Flights” and the 3 options will appear again. Now you will select the 3rd option, “Terminate Flight”.



After selecting Terminate flight the screen below will open and you will have to click on the white cross within the green circle again and the Terminate Flight block will open below the table.

USER: eugene.dupreez@siq.co.za [Logout](#)

TERMINATE FLIGHT

Aircraft:

Home

Aircraft ▶

Flights ▶

Click to open the flight termination section for an activated flight

	CAA APPROVAL: FROM DATE	CAA APPROVAL: EXPIRY DATE	FLIGHT START TIME
	2020/05/19	2020/05/29	2020/05/19 04:19:39 PM

TERMINATE FLIGHT

Click the button below to log the current date and time.
The logged value can be edited, if necessary.

Again you can click on the “LOG CURRENT” button and either “SAVE AND SUBMIT” as is or alternatively you can alter the time of the flight and then click on the “SAVE AND SUBMIT”.