



## Drop Zone Membership Application Information and Checklist

Applications for new drop zones, once evaluated and approved by PASA, will be signed by the Accountable Manager and submitted to SACAA / the Designated Body for approval and processing in accordance with SA-CAR Part 105.

### *Initial Requirements*

#### **General (relevant to all categories)**

#### **Checklist A**

- A new drop zone application requires complete documentation to be submitted a minimum of one week prior to the board meeting, a presentation in person at the board meeting and payment of the applicable fee prior to the meeting.
- Any potential operation must have paid all fees as required by the Parachute Association of South Africa ("PASA" or "the Association"), prior to tabling an application and being granted membership status. In the event of an unsuccessful application, funds will be returned to the applicant, less an administration fee as agreed to from time to time by the PASA Management Council.
- Any potential operation must not impact negatively on the well being of any existing member operation except in circumstances considered to be fair competition.
- Any potential operation must not impact negatively on the operational capabilities of any existing member operation.
- Any potential operation shall be in possession of written clearance and authorisation from any local or national body, which has jurisdiction over the area within which the operation functions.
- Any potential operation must show that it has sufficient resources in the form of aircraft, land, buildings and associated facilities, to properly conduct continued sport parachuting operations.
- Acceptance for membership shall be dependent upon the Association receiving a favourable report from the National Safety & Training Officer ("NSTO").
- Any potential operation must satisfy the Association, that they are committed to the advancement and improvement of sport parachuting in South Africa.
- Any potential operation must appoint a Drop Zone Operator ("DZO"), who is familiar with all procedures, protocols and reporting responsibilities, to represent the operation on the board of the Association of Drop Zone Operators ("ADZO"). Except where the DZO represents a committee, the minimum requirement is a PASA D licence **or** a PASA C licence in conjunction with a PASA Instructor rating.
- The Association reserves the right to deny, suspend or terminate the membership of any operation it believes is not able or willing to serve the good purpose of the Association.

#### **Student Operation**

#### **Checklist A and B**

In addition to all items listed under General above:

- A student operation must be able to facilitate the progression of a person from *ab initio* student up to A licence status, as defined in the PASA Manual of Procedures.
- A student operation must be able to conduct full progression programmes at least once per calendar month so as to enable students to remain within the currency requirements.
- A student operation must show that it has sufficient resources, in the form of student equipment and peripheral equipment, to ensure the continuance of progression operations.
- A student operation must appoint a person, acceptable to the NSTO, as the operation's Chief Instructor.

**Non-Student Operation****Checklist A and C**

In addition to all items listed under General above:

- The operation must appoint a person, acceptable to the NSTO, as the operation's Safety Officer.

**Non-Drop Zone Operation (Show Jump Operation)****Checklist A and D**

In addition to all items listed under General above

- The applicant must have a current PASA Instructor rating.
- The application must submit a letter from a current Chief Instructor confirming the applicant's suitability and competency for this role.
- The application must motivate why it is not possible to operate via an existing operation.

*Continued Operation Requirements*

- Continued membership is dependent upon an operation submitting any and all reports and fees due, when required by the Association.
- Continued membership shall be dependent upon favourable reports being received from the NSTO, during any visitations the NSTO, or someone designated by him, may conduct from time to time.
- The Association may suspend or terminate the membership of any operation that is found to be in contravention of any rule, regulation or requirement of the Association.
- Any operation shall fully comply with all the Basic Safety Requirements contained in the PASA Manual of Procedures governing this type of operation.
- A licence is deemed to be dormant after 6 months of zero activity.
- A new applicant applying to operate under a current licence may have the licence transferred, provided the new DZO meets the criteria contained in this document and receives a favourable report from the NSTO. The new DZO is to submit complete documentation a week prior to the board meeting, present in person at the board meeting and pay the applicable fee prior to the meeting.
- A new applicant applying to operate under a dormant licence at the existing location is deemed to be a new application and requires complete documentation to be submitted a week prior to the board meeting, a presentation in person at the board meeting and payment of the applicable fee prior to the meeting.
- An existing licensee restarting a dormant licence at the existing location must approach the ADZO executive committee for approval. The annual licence renewal payment is required and the facility must be re-presented to the ADZO executive committee. The terms of operation are as per the content of the document approved for operations when applying. Operations must still be within those presented terms, structure and environment.
- The change of status of an existing licence requires documentation relevant to the new status, as may be in addition to the original application and as required herein, to be submitted to the ADZO executive committee and NSTO for approval. The terms of operation are as per the content of the document approved for operations when applying. Operations must still be within those presented terms, structure and environment.
- A location change, of a current licence, up to a 5NM radius is acceptable to still be considered "the existing location".
- A location change, of a current licence, beyond 5NM is considered a relocation and requires complete documentation to be submitted a week prior to the board meeting, a presentation in person at the board meeting and payment of the applicable fee prior to the meeting.
- A location change, of a dormant licence, beyond 5NM is considered to be a new application and requires complete documentation to be submitted a week prior to the board meeting, a presentation in person at the board meeting and payment of the applicable fee prior to the meeting.

- If a new applicant wants to use an airfield, the original licensee has the right of first refusal but will be required to provide evidence of efforts to resume operations or relinquish such right of first refusal.
- Where there is a dispute, the operator must approach the ADZO executive committee to determine the validity of the operation.

### *Application Checklist*

An application should take the form of a single document (preferably in .pdf format) containing all the requirements for the category of operation being applied for. This document must be submitted to [admin@para.co.za](mailto:admin@para.co.za) at least 1 (one) week prior to the next scheduled ADZO board meeting. These are convened by PASA biannually, usually around February/March and August/September. An incomplete application will not be tabled.

<b>Checklist A - All Categories</b>	✓
Landowner approval – original, signed letter granting permission to a specific person or legal entity	
Aircraft – registration, type and configuration of aircraft, proof of ownership or proof of rental agreement	
Land, buildings and associated facilities – address and description of facilities, including aerial photographs, GPS co-ordinates and description of all potential hazards as well as TMA/CTR/CTA boundaries	
DZ Application Form – PASA to forward to CAA on approval of application	
Fees paid – proof of payment or confirmation from PASA admin office	
NSTO approval	
Drop Zone Operator appointed	
CAA requires a Letter of Procedure (LOP) obtained from local Air Traffic Service Unit (ATSU). This need not form part of the proposal to the ADZO board but will need to be supplied before an approved application can be submitted to CAA.	

<b>Checklist B – Student Operation</b>	✓
All items under Checklist A	
Chief Instructor appointed	
Instructional staff appointed – include names, ratings, currency	
Student equipment and peripheral equipment – list all student equipment including serial numbers and descriptions together with proof of ownership or proof of rental agreement	

<b>Checklist C – Non-Student Operation</b>	✓
All items under Checklist A	
Safety Officer appointed	

<b>Checklist D – Non-Drop Zone Operation</b>	✓
All items under Checklist A	
Applicant has a current PASA Instructor rating	
Letter from a current Chief Instructor confirming applicant's suitability and competency	
Motivation for not being able to work via existing operation	