

# GOVERNMENT GAZETTE

## OF THE

# REPUBLIC OF NAMIBIA

---

N\$8.40

WINDHOEK - 26 March 2003

No.2939

---

### CONTENTS

	<i>Page</i>
<b>GOVERNMENT NOTICES</b>	
No. 50 Namibian Civil Aviation Technical Standards: NAM-CATS-DO "Design organisations for products, and appliances" .....	2
No. 51 Namibian Civil Aviation Technical Standards: NAM-CATS-MORG "Manufacturing organisations" .....	13
No. 52 Namibian Civil Aviation Technical Standards: NAM-CATS-ARM "Registration and marketing" .....	24
No. 53 Namibian Civil Aviation Technical Standards: NAM-CATS-OPS "Operation of powered paragliders" .....	43

---

---

## Government Notices

---

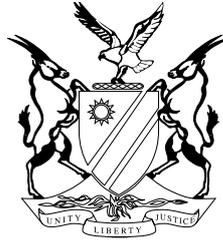
### MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION

No. 50

2003

#### NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS NAM-CATS-DO "DESIGN ORGANISATIONS FOR PRODUCTS, AND APPLIANCES"

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standard shall come into operation on 31 March 2003.



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-DO  
(DESIGN ORGANISATIONS)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO DESIGN 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 31 March 2003 issued technical standards relating to design organisations to be known as Document NAM-CATS-DO.

### **2. PURPOSE**

Document NAM-CATS-DO contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of design 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 147.02.2 refers to regulation 2 of Subpart 2 of Part 147 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**

##### **147.02.1 MANUAL OF PROCEDURE**

1. Information to be contained in manual of procedure
- 1.1 General information
- 1.2 Information relating to design of products and changes to products

##### **147.02.2 DESIGN ASSURANCE SYSTEM**

1. Minimum standards for a design assurance system

##### **147.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**

1. Form of application

##### **147.02.6 ISSUING OF APPROVAL**

1. Form of approval

##### **147.02.14 RENEWAL OF APPROVAL**

1. Form of application

##### **147.03.1 MANUAL OF PROCEDURE**

1. Information to be contained in manual of procedure
- 1.1 General information
- 1.2 Information relating to design of parts and appliances and changes to parts and appliances

##### **147.03.2 DESIGN ASSURANCE SYSTEM**

1. Minimum standards for a design assurance system

**147.03.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**

1. Form of application

**147.03.6 ISSUING OF APPROVAL**

1. Form of approval

**147.03.13 RENEWAL OF APPROVAL**

1. Form of application

**ANNEXURE A : APPLICATION FOR THE ISSUING OF A DESIGN ORGANISATION APPROVAL  
APPLICATION FOR THE AMENDMENT OF A DESIGN ORGANISATION APPROVAL  
APPLICATION FOR THE RENEWAL OF A DESIGN ORGANISATION APPROVAL**

**ANNEXURE B : DESIGN ORGANISATION APPROVAL**

**147.02.1 MANUAL OF PROCEDURE****1. Information to be contained in manual of procedure**

The information referred to in CAR 147.02.1(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 147 of the CARs; and
  - (b) will be complied with at all times.
- (2) The titles and the names of the personnel required by CAR 147.02.3.
- (3) The duties and responsibilities of the personnel specified in CAR 147.02.3 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 147.02.3 and extending to each work location where personnel of the organisation are to discharge their allocated responsibilities.
- (5) Details of the procedures required by -
  - (a) CAR 147.02.3(2) regarding the competence of personnel;
  - (b) CAR 147.02.2 regarding design assurance of the organisation.
- (6) Procedures to control, amend and distribute the manual of procedure.

**1.2 Information relating to design of products and changes to products.**

- (1) The manual must describe, either directly or by cross-reference, the organisation, the relevant procedures and the products or changes to products to be designed.

- (2) Where any products or any changes to the products are designed by partner organisations or subcontractors of the applicant, the manual must include a statement of how the applicant will be able to give, for all products, the assurance of compliance required by TS 147.02.2, and must contain, directly or by cross-reference, descriptions and information on the design activities and organisation of those partners and subcontractors, as necessary to establish this statement.
- (3) The manual must contain a statement of the competence of the management personnel and other persons approved by the Director, who are responsible for making decisions affecting airworthiness in the organisation.
- (4) The manual must be amended as necessary to remain an up-to-date description of the organisation, and copies of amendments must be submitted to the Director.

### 1.3 General description of facilities at each location intended to be approved

A description of the facilities and layout is required.

### 1.4 Notification procedure to the Director regarding changes in the organisation's facilities/equipment/procedures/personnel/scope of work

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

## **147.02.2 DESIGN ASSURANCE SYSTEM**

### **1. Minimum standards for a design assurance system**

The minimum standards referred to in CAR 147.02.2(2), which must be contained in the design assurance system for the control and supervision of the design of products and changes thereto, are the following:

- (1) The design assurance system must be such as to enable the applicant -
  - (a) to ensure that the design of the products, or the design change thereof, comply with the applicable requirements;
  - (b) to ensure that its responsibilities are properly discharged in accordance with the appropriate regulations in CAR 147.02.13; and
  - (c) to independently monitor the compliance with, and adequacy of, the documented procedures in the system. This monitoring must include a feedback system to a person or group of persons having the responsibility to ensure corrective actions.
- (2) The design assurance system must include an independent checking function of the showing of compliance on the basis of which the applicant submits compliance statements and associated documentation to the Director.
- (3) The applicant must specify the manner in which the design assurance system accounts for the acceptability of the products designed or the tasks performed by partners or subcontractors according to methods which are the subject of written procedures.

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

The form referred to in CAR 147.02.5(a), in which application must be made for the issuing of a design organisation approval to design products or changes thereto, or an amendment thereof, is contained in Annexure A.

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

The form referred to in CAR 147.02.6(3), on which a design organisation approval to design products or changes thereto, is issued, is contained in Annexure B.

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

The form referred to in CAR 147.02.14(1)(a), in which application for the renewal of a design organisation approval to design products or changes thereto, must be made, is contained in Annexure A.

**147.03.1 MANUAL OF PROCEDURE****1. Information to be contained in manual of procedure**

The information referred to in CAR 147.03.1(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 147 of the CARs; and
  - (b) will be complied with at all times.
- (2) The titles and the names of the personnel required by CAR 147.03.3.
- (3) The duties and responsibilities of the personnel specified in CAR 147.03.3 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 147.03.3 and extending to each work location where personnel of the organisation are to discharge their allocated responsibilities.
- (5) Details of the procedures required by -
  - (a) CAR 147.03.3(2) regarding the competence of personnel;
  - (b) CAR 147.03.2 regarding design assurance of the organisation.
- (6) Procedures to control, amend and distribute the manual of procedure.

1.2 Information relating to design of parts and appliances and changes to parts and appliances

- (1) The manual must describe, either directly or by cross-reference, the organisation, the relevant procedures and the parts and appliances or changes thereto, to be designed.
- (2) The manual must contain a statement of the competence of the management personnel and other persons approved by the Director, who are responsible for making decisions affecting airworthiness in the organisation.
- (3) The manual must be amended as necessary to remain an up-to-date description of the organisation, and copies of amendments must be submitted to the Director.

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

A description of the facilities and layout is required.

1.4 Notification procedure to the Director regarding changes in the organisation's facilities/equipment/procedures/personnel/scope of work

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

### **147.03.2 DESIGN ASSURANCE SYSTEM**

#### **1. Minimum standards for a design assurance system**

The minimum standards referred to in CAR 147.03.2(2), which must be contained in the design assurance system for the control and supervision of the design of parts and appliances, or changes thereto, are the following:

- (1) The design assurance system must be such as to enable the applicant -
  - (a) to assist an applicant for a type certificate or supplemental type certificate, in the manner specified in CAR Part 21, in ensuring that the design of the parts and appliances, or the design change thereof, complies with the applicable requirements;
  - (b) to ensure that its responsibilities are properly discharged in accordance with the appropriate regulations in CAR 147.03.12; and
  - (c) to independently monitor the compliance with, and adequacy of, the documented procedures of the system. This monitoring must include a feedback system to a person or a group of persons having the responsibility to ensure corrective actions.
- (2) The design assurance system must include an independent checking function of the showing of compliance.
- (3) The applicant must specify the manner in which the design assurance system accounts for the acceptability of the parts or appliances designed or the tasks performed by partners or subcontractors according to methods which are the subject of written procedures.

### **147.03.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**

#### **1. Form of application**

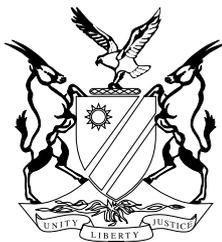
The form referred to in CAR 147.03.5(a), in which application must be made for the issuing of a design organisation approval to design parts and appliances or changes thereto, or an amendment thereof, is contained in Annexure A.

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

The form referred to in CAR 147.03.6(3), on which a design organisation approval to design parts and appliances, or changes thereto, is issued, is contained in Annexure B.

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

The form referred to in CAR 147.03.13(1)(a), in which an application for the renewal of a design organisation approval to design parts and appliances, or changes thereto, must be made, is contained in Annexure A.

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

**APPLICATION FOR THE ISSUING OF A DESIGN ORGANISATION  
APPROVAL  
APPLICATION FOR THE AMENDMENT OF A DESIGN ORGANISATION  
APPROVAL  
APPLICATION FOR THE RENEWAL OF A DESIGN ORGANISATION  
APPROVAL**

**Notes:**

- (i) *An application for the issuing of a design organisation approval, or an amendment thereof, must comply with the provisions of CAR 147.02.5 or CAR 147.03.5, as the case may be.*
- (ii) *An application for the renewal of a design organisation approval must comply with the provisions of CAR 147.02.14 or CAR 147.03.13, as the case may be.*
- (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 the issuing of a design organisation approval
- Application for the amendment of a design organisation approval
- Application for the renewal of a design organisation approval

**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 : .....
------------------------------------------------------------------------------	--------------------------------------------------------------------------------

1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address .....
----------------------------------	--------------------------

1.9 SITA code (if any): .....	1.10 Telex number: .....
-------------------------------	--------------------------

1.11 Legal status of applicant/holder(individual/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 A DESIGN ORGANISATION APPROVAL**

2.1 Terms of approval for which application is being made: .....

2.2 Supporting documents:

Mark the appropriate block

The manual of procedure

List of approved persons and particulars of their competence

**3. APPLICATION FOR THE AMENDMENT OF A DESIGN ORGANISATION APPROVAL**

3.1 Approval number: .....	3.2 Expiry date: .....
----------------------------	------------------------

3.3 Particulars of change in terms of approval for which application is being made:  
.....  
.....  
.....

3.4 Supporting documents:

Mark the appropriate block

Amended manual of procedure

List of approved persons and particulars of their competence

**4. APPLICATION FOR THE RENEWAL OF A DESIGN ORGANISATION APPROVAL**

4.1 Approval number: .....	4.2 Expiry date: .....
----------------------------	------------------------

4.3 Terms of approval for which application is being made: .....  
.....  
.....  
.....

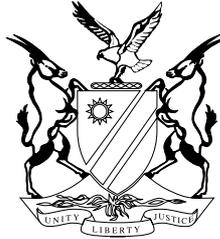
4.4 Supporting documents:

Mark the appropriate block

The manual of procedure

List of approved persons and particulars of their competence

*Annexure B*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DESIGN ORGANISATION APPROVAL**

1. Approval number: .....	2. Expiry date: .....
---------------------------	-----------------------

3. Name of holder: ..... .....
-----------------------------------

4. Physical address of holder: ..... ..... .....	5. Postal address of holder: ..... ..... Postal code: .....
-----------------------------------------------------------	----------------------------------------------------------------------

6. Terms of approval: ..... ..... .....
-----------------------------------------------

7. I hereby certify that the holder of this approval has been duly approved in accordance with Part 147 of the Namibian Civil Aviation Regulations, 2001.
-----------------------------------------------------------------------------------------------------------------------------------------------------------

.....  
Director: Civil Aviation

.....  
Date of issue

\_\_\_\_\_

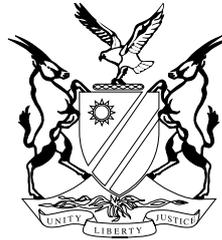
**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 51

2003

**NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CATS MORG “MANUFACTURING ORGANISATIONS”**

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standard shall come into operation on 31 March 2003.



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-MORG  
(MANUFACTURING ORGANISATIONS)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO MANUFACTURING 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 31 March 2003 issued technical standards relating to manufacturing organisations to be known as Document NAM-CATS-MORG.

### **2. PURPOSE**

Document NAM-CATS-MORG contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of manufacturing 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 148.02.6 refers to regulation 6 of Subpart 2 of Part 148 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**

- |                   |                                                                                                                                                                                                                                          |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>148.02.1</b>   | <b>MANUAL OF PROCEDURE</b><br>1. Information to be contained in manual of procedure                                                                                                                                                      |
| <b>148.02.2</b>   | <b>QUALITY ASSURANCE SYSTEM</b><br>1. Minimum standards for a quality assurance system                                                                                                                                                   |
| <b>148.02.5</b>   | <b>APPLICATION FOR APPROVAL OR AMENDMENT THEREOF</b><br>1. Form of application                                                                                                                                                           |
| <b>148.02.6</b>   | <b>ISSUING OF APPROVAL</b><br>1. Form of approval                                                                                                                                                                                        |
| <b>148.02.15</b>  | <b>RENEWAL OF APPROVAL</b><br>1. Form of application                                                                                                                                                                                     |
| <b>ANNEXURE A</b> | <b>:</b> <b>APPLICATION FOR THE ISSUING OF A MANUFACTURING ORGANISATION APPROVAL<br/>APPLICATION FOR THE AMENDMENT OF A MANUFACTURING ORGANISATION APPROVAL<br/>APPLICATION FOR THE RENEWAL OF A MANUFACTURING ORGANISATION APPROVAL</b> |
| <b>ANNEXURE B</b> | <b>:</b> <b>MANUFACTURING ORGANISATION APPROVAL</b>                                                                                                                                                                                      |

**148.02.1 MANUAL OF PROCEDURE****1. Information to be contained in manual of procedure**

1.1 The information referred to in CAR 148.02.1(b), which must be contained in the manual of procedure of the applicant, must include the following:

1.1.1 Management

(1) Corporate commitment

A statement containing the commitment of the accountable manager and compliance officer to comply with the airworthiness requirements as set out in this document and approved by the Director.

(2) Management personnel

A list of the key management personnel and their positions.

(3) Duties and responsibilities of the management personnel

A statement containing the duties and responsibilities of each management position mentioned in (2). For clarity, additional positions may be added.

(4) Management organisation chart

The chart must show all line management positions down to supervisory level.

(5) Personnel

(a) The titles and names of the personnel required by CAR 148.02.3.

(b) The duties and responsibilities of the personnel mentioned in (a), including matters for which they have responsibility to deal directly with the Director on behalf of the organisation.

(c) Details of the procedures required by CAR 148.02.3 regarding the competence of the personnel.

(6) General description of facilities at each location intended to be approved

A description of the facilities and layout referred to in CAR 148.02.4(a) is required.

(7) Organisation's intended approved scope of approval

A statement of the scope of approval being applied for.

(8) Notification procedure to the Director regarding changes in the organisation's facilities/equipment/procedures/personnel/scope of work

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

(9) Manual of procedure amendment procedures

A statement regarding the responsibility and procedure for amendment of the manual of procedure, as well as the associated documents referred to in the manual of procedure.

### 1.1.2 Manufacturing, processing or testing procedures

(1) Arrangement with approved design organisation

A description of, or reference to, the manner in which CAR 148.02.12(e) will be complied with.

(2) Technical literature, equipment, materials and facilities

A description of, or reference to, compliance with CAR 148.02.4(b).

(3) Storage, segregation and protection of products, parts or appliances

A description of, or reference to, a procedure for storing, segregating and protecting products, parts or appliances and for the materials and supplies to be used.

(4) Acceptance of tools and equipment

A description of, or reference to, a procedure for acceptance of tools and equipment by the organisation for use in the manufacturing, processing or testing of products, parts or appliances.

(5) Calibration of tools and equipment

A description of, or reference to, a procedure for the calibration of tools and equipment to be used in the manufacturing, processing or testing of products, parts or appliances.

(6) Use of tools and equipment by personnel

A description of, or reference to, a procedure for the methods in which special tools and equipment are used.

(7) Cleanliness standards of manufacturing, processing or testing facility

A statement regarding the standard of cleanliness to be maintained at each manufacturing, processing or testing facility.

(8) Manufacturing, processing or testing documentation

A description of, or reference to, a procedure for the relevant documentation to be used and instructions for the completion thereof.

1.2 The manual of procedure must contain the information to demonstrate that the organisation has the management, resources and procedures to comply with the requirements of Part 148 of the CARs.

1.3 The manual of procedure may either be a self contained document, or it may refer to other documents referred to in the manual of procedure which will be considered to be equally binding on the organisation.

## **148.02.2 QUALITY ASSURANCE SYSTEM**

### **1. Minimum standards for a quality assurance system**

(1) The objectives of the quality assurance system referred to in CAR 148.02.2(2) are -

(a) to monitor, and report to management, the level of compliance with the organisation's manual of procedure and airworthiness requirements;

(b) to correct any non-compliance identified and to implement actions to prevent the recurrence of such non-compliance; and

- (c) to present to management for the purpose of review and implementing further corrective or preventive action, quality indicators such as audit reports, accidents, incident occurrences, customer complaints and personnel reports.
- (2) The quality assurance system must include -
- (a) Quality audit of the organisation  
A description of, or reference to, a procedure of the quality audits to be performed on the organisation.
  - (b) Quality audit of products, parts or appliances  
A description of, or reference to, a procedure of the quality audits to be done on the products, parts or appliances during manufacturing, processing or testing work.
  - (c) Quality audit remedial action  
A description of, or reference to, a procedure of remedial actions to be taken after quality audits.
  - (d) Management analyses and overview  
A description of, or reference to, a procedure for bringing to the attention of management quality indicators (such as audit reports, progress on corrective action, accidents, incidents, occurrences, customer complaints and personnel reports) and documenting the appropriate action decided and implemented to maintain an adequate level of conformance to airworthiness requirements.
  - (e) Personnel competence and training  
A description of, or reference to, a procedure for the competence required of personnel and the programme of training and recurrent training of personnel.
  - (f) Personnel records  
A description of, or reference to, a procedure of the methods to be used for keeping technical records of personnel.
  - (g) Quality audit personnel  
A chart or a list indicating the qualifications of quality audit personnel.
  - (h) Qualifying inspectors and mechanics  
A description of, or reference to, a procedure for the competence required of qualifying inspectors or mechanics, and a programme of training and recurrent training of personnel.
  - (i) Exemption/concession control  
A description of, or reference to, a procedure to be used when permission is required to deviate from the requirements of the organisation's manual of procedure, or to deviate from specified product, part or appliance manufacturing, processing or testing tasks.
  - (j) Specialised activities  
A description of, or reference to, a procedure for applying specialised activities.

- (3) Measures must be taken to ensure that the system is understood, implemented and complied with at all levels.
- (4) The quality assurance system must be documented in the manual of procedure referred to in CAR 148.02.1.

#### **148.02.5 APPLICATION FOR APPROVAL OR AMENDMENT THEREOF**

##### **1. Form of application**

The form referred to in CAR 148.02.5(a), in which application must be made for the issuing of a manufacturing organisation approval, or an amendment thereof, is contained in Annexure A.

#### **148.02.6 ISSUING OF APPROVAL**

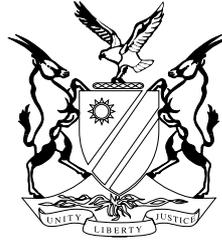
##### **1. Form of approval**

The form referred to in CAR 148.02.6(2), on which a manufacturing organisation approval is issued, is contained in Annexure B.

#### **148.02.15 RENEWAL OF APPROVAL**

##### **1. Form of application**

The form referred to in CAR 148.02.15(1)(a), in which an application for the renewal of a manufacturing organisation approval must be made, is contained in Annexure A.

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

**APPLICATION FOR THE ISSUING OF A MANUFACTURING  
ORGANISATION APPROVAL  
APPLICATION FOR THE AMENDMENT OF A MANUFACTURING  
ORGANISATION APPROVAL  
APPLICATION FOR THE RENEWAL OF A MANUFACTURING  
ORGANISATION APPROVAL**

**Notes:**

- (i) *An application for the issuing of a manufacturing organisation approval, or an amendment thereof, must comply with the provisions of CAR 148.02.5.*
- (ii) *An application for the renewal of a manufacturing organisation approval must comply with the provisions of CAR 148.02.15.*
- (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 the issuing of a manufacturing organisation approval
- Application for the amendment of a manufacturing organisation approval
- Application for the renewal of a manufacturing organisation approval

**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 .....
------------------------------------------------------------------------------	---------------------------------------------------------------------

1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address : .....
----------------------------------	----------------------------

1.9 SITA code (if any): .....	1.10 Telex number: .....
-------------------------------	--------------------------

1.11 Legal status of applicant/holder(individual/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 A DESIGN ORGANISATION APPROVAL**

2.1 Application for:

Mark the appropriate block

Manufacturing

Processing

Testing

2.2 Particulars of the products, parts or appliances for which application is made:

.....

.....

.....

<p>2.3 Supporting documents:</p> <p>Mark the appropriate block</p> <p><input type="checkbox"/> The manual of procedure</p> <p><input type="checkbox"/> List of approved persons and particulars of their competence</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**3. APPLICATION FOR THE AMENDMENT OF A MANUFACTURING ORGANISATION APPROVAL**

3.1 Approval number: .....	3.2 Expiry date:.....
----------------------------	-----------------------

<p>3.3 Particulars of amendments applied for: .....</p> <p>.....</p> <p>.....</p>
-----------------------------------------------------------------------------------

<p>3.4 Supporting documents:</p> <p>Mark the appropriate block</p> <p><input type="checkbox"/> Amended manual of procedure</p> <p><input type="checkbox"/> List of approved persons and particulars of their competence</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**4. APPLICATION FOR THE RENEWAL OF A DESIGN ORGANISATION APPROVAL**

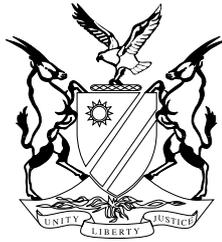
4.1 Approval number: .....	4.2 Expiry date: .....
----------------------------	------------------------

<p>4.3 Application for:</p> <p>Mark the appropriate block</p> <p><input type="checkbox"/> Manufacturing</p> <p><input type="checkbox"/> Processing</p> <p><input type="checkbox"/> Testing</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>4.4 Particulars of the products, parts or appliances for which application is made:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
------------------------------------------------------------------------------------------------------------------------------------------------

<p>4.5 Supporting documents:</p> <p>Mark the appropriate block</p> <p><input type="checkbox"/> The manual of procedure</p> <p><input type="checkbox"/> List of approved persons and particulars of their competence</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*Annexure B*



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**MANUFACTURING ORGANISATION APPROVAL**

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 148 of the Namibian Civil Aviation Regulations, 2001.
-----------------------------------------------------------------------------------------------------------------------------------------------------------

.....  
Director: Civil Aviation

.....  
Date of issue

\_\_\_\_\_

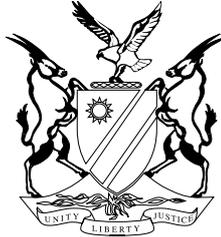
**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 52

2003

**NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CATS-ARM "REGISTRATION AND MARKING"**

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standard shall come into operation on 31 March 2003.



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-ARM  
(AIRCRAFT REGISTRATION AND MARKING)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO AIRCRAFT REGISTRATION AND MARKING**

### **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 31 March 2003 issued technical standards relating to aircraft registration and marking to be known as Document NAM-CATS-ARM.

### **2. PURPOSE**

Document NAM-CATS-ARM contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of aircraft registration and marking.

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 47.00.5 refers to regulation 5 of Subpart 00 of Part 47 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**

#### **47.00.3 REQUIREMENTS FOR AIRCRAFT MARKING**

1. Definitions
2. Allocation of marks
3. Identification plate
4. Display of marks
5. Location of marks: Lighter-than-air aircraft
6. Location of marks: Heavier-than-air aircraft
7. Specification of marks
8. Measurement of marks
9. Break-in-area markings on aircraft

#### **47.00.5 APPLICATION FOR REGISTRATION**

1. Application for registration of an aircraft and the issue of a certificate of registration
2. Authorising resolution - company
3. Authorising resolution - close corporation
4. Authorising resolution - trust
5. Authorising resolution - other

#### **47.00.6 REGISTRATION AND ISSUE OF CERTIFICATE**

1. Registration and issue of certificate

#### **47.00.8 APPLICATION FOR AMENDMENT OF CERTIFICATE**

1. Application for amendment of certificate

- 47.00.9 APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE**  
 1. Application for issue of duplicate certificate of registration  
 2. Issue of duplicate certificate of registration
- 47.00.10 NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION OF AIRCRAFT**  
 1. Notification of transfer of right of possession of aircraft
- 47.00.11 APPLICATION FOR CANCELLATION OF REGISTRATION**  
 1. Application for cancellation of registration
- 47.00.12 CANCELLATION OF REGISTRATION**  
 1. Cancellation of registration

**FIGURE 1 : BREAK-IN-AREA MARKINGS ON AIRCRAFT**

- ANNEXURE A : APPLICATION FOR REGISTRATION  
 APPLICATION FOR THE AMENDMENT OF  
 CERTIFICATE OF REGISTRATION  
 APPLICATION FOR THE ISSUE OF DUPLICATE  
 CERTIFICATE OF REGISTRATION  
 APPLICATION FOR THE CANCELLATION OF  
 REGISTRATION NOTIFICATION OF TRANSF-  
 ER OF RIGHT OF POSSESSION OF AIRCRAFT**
- ANNEXURE B : RESOLUTION**
- ANNEXURE C : CERTIFICATE OF REGISTRATION**
- ANNEXURE D : CERTIFICATE OF CANCELLATION OF REGIS-  
 TRATION**

**47.00.3 REQUIREMENT FOR AIRCRAFT MARKING**

**1. Definitions**

Any word or expression to which a meaning has been assigned in the Aviation Act, 1962, and the Namibian Civil Aviation Regulations, 2001, bears, when used in this publication, the same meaning unless the context indicates otherwise, and -

“Approved” means approved by the Director;

“fireproof material” means a material capable of withstanding heat as well as or better than steel when the dimensions in both cases are appropriate for the specific purpose;

“heavier-than-air aircraft” means any aircraft deriving its lift in flight mainly from aerodynamic forces;

“lighter-than-air aircraft” means any aircraft supported mainly by its buoyancy in the air.

**2. Allocation of marks**

The Namibian nationality mark is V5 and the registration mark is a group consisting of three letters appearing after and separated from the nationality marks by a hyphen, for example, V5-AAA.

**3. Identification plate**

- (1) Every Namibian registered aircraft must have affixed to it an identification plate stamped or engraved with its nationality and registration marks.

- (2) The identification plate must be -
  - (a) made of fireproof metal or other fireproof material of suitable physical properties; and
  - (b) affixed to the aircraft in a prominent position near the main point of entrance to the aircraft.

#### **4. Display of marks**

- (1) The nationality and registration marks must be -
  - (a) painted on the aircraft or affixed by any other approved means ensuring a similar degree of permanence;
  - (b) legible;
  - (c) displayed to the best possible advantage having regard to the construction or features of the aircraft; and
  - (d) kept clean and visible at all times.
- (2) The letters and hyphen must be formed by solid lines and must be of a colour which contrasts clearly with the background on which they are painted.

#### **5. Location of marks: Lighter-than-air aircraft**

##### **5.1 Airships**

The marks on an airship must appear -

- (1) lengthwise on each side of the hull near the maximum cross section of the airship and on the upper surface on the line of symmetry; or
- (2) on the following stabilisers:
  - (a) the horizontal stabiliser on the right half of the upper surface and on the left half of the lower surface with the tops of the letters towards the leading edge;
  - (b) the vertical stabiliser on each side of the bottom half stabiliser, with the letters placed horizontally.

##### **5.2 Spherical balloons**

The marks on a spherical balloon must appear in two places diametrically opposite and be located near the maximum horizontal circumference of the balloon.

##### **5.3 Non-spherical balloons**

The marks on a non-spherical balloon must appear on each side of the balloon and must be located near the maximum cross-section of the balloon immediately above -

- (1) the rigging band; or
- (2) the point of attachment,  
of the basket's suspension cables.

#### 5.4 All lighter-than-air aircraft

The side marks on all lighter-than-air aircraft must be visible both from the sides and from the ground.

#### 6. Location of marks : Heavier-than-air aircraft

- (1) The marks on aeroplanes and gliders must appear -
  - (a) except as provided in subparagraph (4), once, on the lower left surface of the wing structure; and
  - (b) on both sides of the fuselage between the wings and tail surfaces, or on the upper halves of the vertical tail surfaces.
- (2) If the marks are confined to the outer half of the wing structure, they must be located on the left lower surface.
- (3) The tops of the letters must be towards the leading edge of the wing and as far as possible, be equidistant from the leading and trailing edges of the wing.
- (4) Marks on a single vertical tail surface must appear on both sides of the tail surface.
- (5) Marks on multi-vertical tail surfaces must appear on the outboard sides of the outer surfaces.
- (6) The marks on a rotorcraft (other than a rotorcraft which is a gyrocopter) must appear -
  - (a) on the bottom surface of the fuselage or cabin with the top of the marks towards the front side of the fuselage; and
  - (b) on both sides of the fuselage or cabin or tailboom in a prominent place not obstructed in normal use.
- (7) The marks on a rotorcraft which is a gyrocopter must appear on both sides of a vertical surface.
- (8) Marks on multi-vertical surfaces must appear on the outboard sides of the outer surfaces.
- (9) If a heavier-than-air aircraft does not possess parts corresponding to those mentioned in the appropriate subparagraph of this paragraph, the marks must appear in such a manner that the aircraft can be readily identified.

#### 7. Specification of marks

- (1) The nationality and registration marks must consist of capital letters in Roman characters without ornamentation.
- (2) The width of each letter (except letter "I") and the length of the hyphen must be two-thirds of the height of the letter.
- (3) Each letter must be separated from the letter which immediately precedes or follows it by a space equal to one-third the height of the individual letters, the hyphen being regarded as a letter for this purpose.
- (4) The lines forming the letters and hyphen must be solid and the thickness of those lines must be one-sixth of the height of the letter.

**8. Measurement of marks**

- (1) The nationality and registration marks must be formed of letters of equal height, and must be so situated as to leave a margin of at least 50 mm along each edge of any surface to which they are affixed.
- (2) The height of the marks on lighter-than-air aircraft must not be less than 500 mm.
- (3) The height of the marks on aeroplanes and gliders must be -
  - (a) on the wings, not less than 500 mm; and
  - (b) on the fuselage or equivalent structure and on the vertical surfaces, not less than 300 mm, except that where the surface is not large enough to accommodate full-size marks the Director may approve marks of a lesser measurement provided they are not less than 150 mm in height and can be readily identified.
- (4) The height of the marks on rotorcraft must be -
  - (a) on the bottom surface of the fuselage or cabin, not less than 500 mm high; and
  - (b) on the sides of the fuselage or cabin, not less than 250 mm high, except that where the surface is not large enough for full-size marks the Director may approve marks of a lesser measurement provided they are not less than 150 mm in height and can be readily identified.
- (5) If an aeroplane or glider does not possess parts corresponding to those mentioned in the appropriate subparagraph of this paragraph, the marks must appear in such a manner that the aircraft can be readily identified.

**9. Break-in-area markings on aircraft**

- (1) If areas of the fuselage suitable for break-in by rescue crews in an emergency are marked on an aircraft, such areas must be marked as per Figure 1.
- (2) The colour of the markings must be red or yellow, and, if necessary, they must be outlined in white to contrast with the background.
- (3) If the corner markings are more than 2 m apart, intermediate lines of 90 mm x 3 mm must be inserted so that there is not more than 2 m between adjacent marks.

**47.00.5 APPLICATION FOR REGISTRATION****1. Application for registration of an aircraft and the issue of a certificate of registration**

The form referred to in CAR 47.00.5(1) in which application is made for the registration of an aircraft and the issue of a certificate of registration, is contained in Annexure A.

**2. Authorising resolution - company**

The authorising resolution referred to in CAR 47.00.5(2)(a)(v)(cc), is contained in Annexure B.

**3. Authorising resolution - close corporation**

The authorising resolution referred to in CAR 47.00.5(2)(a)(vi)(cc), is contained in Annexure B.

**4. Authorising resolution - trust**

The authorising resolution referred to in CAR 47.00.5(2)(a)(vii)(cc), is contained in Annexure B.

**5. Authorising resolution - other**

The authorising resolution referred to in CAR 47.00.5(2)(a)(viii)(cc), is contained in Annexure B.

**47.00.6 REGISTRATION AND ISSUE OF CERTIFICATE****1. Registration and issue of certificate**

The certificate of registration referred to in CAR 47.00.6(3), is contained in Annexure C.

**47.00.8 APPLICATION FOR AMENDMENT OF CERTIFICATE****1. Application for amendment of certificate**

The form referred to in CAR 47.00.8(2)(a) in which application is made for the amendment of a certificate of registration, is contained in Annexure A.

**47.00.9 APPLICATION FOR ISSUE OF DUPLICATE CERTIFICATE****1. Application for issue of duplicate certificate of registration**

The form referred to in CAR 47.00.9(2)(a) in which application is made for the issue of a duplicate certificate of registration, is contained in Annexure A.

**2. Issue of duplicate certificate of registration**

The duplicate certificate of registration referred to in CAR 47.00.9(3), is contained in Annexure C.

**47.00.10 NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION OF AIRCRAFT****1. Notification of transfer of right of possession of aircraft**

The notification referred to in CAR 47.00.10(1), is contained in Annexure A.

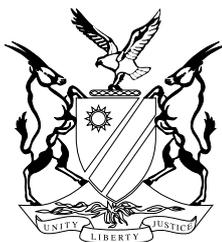
**47.00.11 APPLICATION FOR CANCELLATION OF REGISTRATION****1. Application for cancellation of registration**

The form referred to in CAR 47.00.11(2)(a) and (4)(a) in which application is made for the cancellation of the registration of an aircraft, is contained in Annexure A.

**47.00.12 CANCELLATION OF REGISTRATION****1. Cancellation of registration**

The certificate of cancellation referred to in CAR 47.00.12(3), is contained in Annexure D.

**FIGURE 1. BREAK-IN-AREA MARKINGS ON AIRCRAFT**

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

**APPLICATION FOR REGISTRATION APPLICATION FOR THE  
AMENDMENT OF CERTIFICATE OF REGISTRATION  
APPLICATION FOR THE ISSUE OF DUPLICATE CERTIFICATE  
OF REGISTRATION  
APPLICATION FOR THE CANCELLATION OF REGISTRATION  
NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION  
OF AIRCRAFT**

**Notes:**

- (i) *An application for registration must comply with the provisions of regulation 47.00.5.*
- (ii) *An application for the amendment of a certificate of registration must comply with the provisions of regulation 47.00.8.*
- (iii) *An application for the issue of a duplicate certificate of registration must comply with the provisions of regulation 47.00.9.*
- (iv) *An application for the cancellation of a certificate of registration must comply with the provisions of regulation 47.00.11.*
- (v) *A notification of transfer of right of possession of an aircraft must comply with the provisions of regulation 47.00.10.*
- (vi) *Section 1 of this form must be completed in all cases.*
- (vii) *All other sections must be completed if applicable to the specific application or notification.*
- (viii) *The original application or notification must be submitted to the Director: Civil Aviation.*
- (ix) *Where the required information cannot be furnished in the space provided, the information must be submitted as a separate memorandum and attached hereto.*
- (x) *Please delete whichever is not applicable.*

Mark the appropriate block

- Application for registration
- Application for the amendment of certificate of registration
- Application for the issue of duplicate certificate of registration
- Application for the cancellation of certificate of registration
- Notification of transfer of right of possession of aircraft

**1. PARTICULARS REGARDING THE APPLICANT/REGISTERED OWNER**

1.1 Full name: .....

1.2 Trade name:.....

1.3 Full business / residential address: ..... ..... ..... .....	1.4 Postal address: ..... ..... ..... Postal code :.....
------------------------------------------------------------------------------	----------------------------------------------------------------------

1.5 Telephone number: .....	1.6 Telefax number: .....
-----------------------------	---------------------------

1.7 Cellular phone number: .....	1.8 E-mail address : .....
----------------------------------	----------------------------

1.9 SITA code: .....	1.10 Telex number: .....
----------------------	--------------------------

1.11 Legal status of applicant/registered owner (individual/company/close corporation/trust/other - specify): .....

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

1.13 Date of registration of company/close corporation/trust: .....

1.14 Full particulars in respect of the individual/each director/member/trustee/person:

Name	Position	Identity Number	Nationality	Country of permanent residence

**2. APPLICATION FOR REGISTRATION OF AIRCRAFT**

2.1 Present nationality and registration mark of aircraft : .....

.....

2.2 Namibian registration letters, if registered before in the Republic : .....

.....

2.3 Manufacturer of the aircraft : .....

2.4 Aircraft model : .....

2.5 Aircraft serial number : .....

2.6 Manufacturer's type designation : .....

2.7 Date of manufacture : .....

2.8 I ..... (full  
name of director/member/trustee/person authorised to act  
on behalf of the applicant)

hereby declare that the above particulars are true in every respect and apply herewith for  
registration of this aircraft in Namibia.

Signature : ..... Capacity of signatory : .....

Date : .....

2.9 Supporting documents attached:

Mark the applicable blocks

Proof of compliance with the provisions of the Sales Tax Act, 1992, or the Customs  
and Excise Act, 1964, as the case may be

In the case of an aircraft which is imported into Namibia for the first time or returns to  
Namibia and has to be re-registered on the register:

Certificate or notification of cancellation from the appropriate authority of State or  
territory in which the aircraft was last registered

Full name and postal address of the previous owner of the aircraft

Proof of any mortgage which has been recorded in respect of the aircraft

If the first of a type of aircraft is imported into Namibia and is to be registered on  
the register, the type acceptance certificate issued by the Director

If the aircraft is to be registered in the name of an individual, proof of identity

If the aircraft is to be registered in the name of a company -

a copy of its most recent register of directors lodged with the Registrar of Companies

proof of identity of the director authorised to act on behalf of the applicant  
the authorising resolution concerned

If the aircraft is to be registered in the name of close corporation -  
a copy of its founding statement

proof of identity of the member authorised to act on behalf of the applicant  
the authorising resolution concerned

<input type="checkbox"/>	
<input type="checkbox"/>	If the aircraft is to be registered in the name of a trust -
<input type="checkbox"/>	a copy of the trust instrument or the appropriate letter of appointment
	proof of identity of the trustee authorised to act on behalf of the applicant
	the authorising resolution concerned
<input type="checkbox"/>	If the aircraft is to be registered in the name of any other applicant -
<input type="checkbox"/>	a copy of any other founding documents
<input type="checkbox"/>	proof of identity of the person authorised to act on behalf of the applicant
	the authorising resolution concerned
In the case of any amateur-built aircraft, gyroplane, glider, airship, remotely piloted aircraft, manned free balloon or production-built aircraft:	
<input type="checkbox"/>	Full name and postal address of the previous owner of the aircraft
<input type="checkbox"/>	Proof of any mortgage which has been recorded in respect of the aircraft
<input type="checkbox"/>	If the aircraft is to be registered in the name of an individual, proof of identity
<input type="checkbox"/>	If the aircraft is to be registered in the name of an approved aviation recreation organisation, a copy of the approval

### 3. APPLICATION FOR THE AMENDMENT OF CERTIFICATE OF REGISTRATION

3.1	I .....
	(full name of director/member/trustee/person authorised to act on behalf of the applicant/registered owner)
	hereby apply for the amendment of certificate number .....

3.2	Amendment of the name in which the certificate of registration was issued:
	Name on certificate: ..... New name: .....

3.3	Amendment of address on the certificate of registration:
	Address on certificate: ..... New address: .....

3.4	I hereby declare that the above particulars are true in every respect.
	Signature : ..... Capacity of signature : .....
	Date : .....

3.5	Supporting documents attached:
	Mark the applicable block
<input type="checkbox"/>	Copy of the certificate of change of name of a company, approved by the Registrar of Companies
<input type="checkbox"/>	Copy of the amended founding statement of the close corporation, approved by the Registrar of Close Corporations

**4. APPLICATION FOR THE ISSUE OF DUPLICATE CERTIFICATE OF REGISTRATION**

4.1 I .....  
 (full name of director/member/trustee/person authorised to act  
 on behalf of the applicant/registered owner)  
 hereby apply for the issue of a duplicate of certificate number .....

4.2 Reason for application: .....

4.3 Name of aircraft maintenance organisation and licence number, if applicable:  
 .....  
 Signature: ..... Capacity of signatory: .....  
 Date: .....

**5. APPLICATION FOR CANCELLATION OF REGISTRATION**

5.1 I .....  
 (full name of director/member/trustee/person authorised to act  
 on behalf of the applicant/registered owner)  
 hereby apply for the cancellation of the registration of aircraft registration number V5..... - .... and  
 certificate number ..... with effect from ..... (date)

5.2 Reasons for cancellation: .....  
 .....  
 Signature : ..... Capacity of signatory : .....  
 Date : .....

5.3 Documents attached:  
 Mark the applicable blocks

- The original of the last certificate of registration
- Copy of letter of executorship (executor)
- Copy of certificate of appointment (trustee)
- Copy of certificate of appointment (liquidator)
- 

**6. NOTIFICATION OF TRANSFER OF RIGHT OF POSSESSION OF AIRCRAFT**

6.1 Notice is hereby given that the right of possession of aircraft registration number V5..  
 - ..... was transferred to .....  
 (full name and address of transferee)  
 with effect from ..... (date)

6.2 Certificate number: .....

6.3 I .....  
(full name of director/member/trustee/person authorised to act on behalf  
of the registered owner)  
hereby certify that I have provided the transferee with the following documents:

Mark the applicable blocks

- Certificate of registration
- Certificate of airworthiness
- Technical log
- Airframe logbook
- Engine (s) logbook (s)
- Propeller (s) logbook (s)
- Approved flight manual or equivalent
- Approved mass and balance data and certified equipment list
- Approved minimum equipment list if maximum certificated mass of aircraft exceeds  
5 700 kg

Signature: ..... Capacity of signatory: .....

Date: .....

6.4 Supporting documents attached:

Mark the applicable block

- Copy of letter of executorship (executor)
- Copy of certificate of appointment (trustee)
- Copy of certificate of appointment (liquidator)

*Annexure B*

<p><b>RESOLUTION OF THE</b> .....</p> <p>( DIRECTORS / MEMBERS / TRUSTEES / OTHER - specify)</p> <p><b>OF</b> .....</p> <p>(NAME OF COMPANY / CLOSE CORPORATION / TRUST / OTHER ORGANISATION)</p> <p><b>PASSED AT</b> ..... <b>ON</b> .....</p> <p>(DATE) (PLACE)</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**RESOLUTION:**

1. That .....  
(name of company/close corporation/trust/other organisation)

applies for the registration of aircraft V5- .....

Model ..... Serial number  
.....

in accordance with Part 47 of the Namibian Civil Aviation Regulations, 2001.

2. That .....  
(full name of director/member/trustee/person)

is authorised to take all the necessary steps on behalf of

.....  
(name of company/close corporation/trust/other organisation)

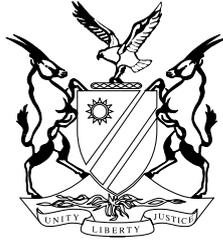
to finalise the application for the registration of the abovementioned aircraft and to sign the application form in the execution of this resolution.

Signatures of directors/members/trustees/other

1. .... (capacity-specify)

2. .... (capacity-specify)

3. .... (capacity-specify)

*Annexure C***REPUBLIC OF NAMIBIA****CIVIL AVIATION****CERTIFICATE OF REGISTRATION**

<b>CERTIFICATE NUMBER :</b>
-----------------------------

<b>ORIGINAL:</b> <input type="checkbox"/>	<b>DUPLICATE:</b> <input type="checkbox"/>
-------------------------------------------	--------------------------------------------

1. NATIONALITY AND REGISTRATION MARKS	2. MANUFACTURER AND MANUFACTURER'S DESIGNATION OR AIR- CRAFT	3. AIRCRAFT SERIAL NUMBER
V5-.....	.....	.....

4. Name of owner : .....
--------------------------

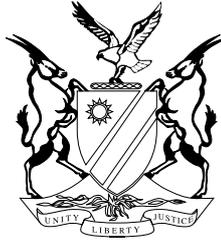
5. Address of owner: .....
.....
.....

6. Mortgage recorded in respect of aircraft:    YES <input type="checkbox"/> NO <input type="checkbox"/>
----------------------------------------------------------------------------------------------------------

7. I hereby certify that the aircraft described above has been duly entered on the Register of Namibian aircraft in accordance with Part 47 of the Namibian Civil Aviation Regulations, 2001.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

.....  
Date of issue

.....  
Director: Civil Aviation

*Annexure D***REPUBLIC OF NAMIBIA****CIVIL AVIATION****CERTIFICATE OF CANCELLATION OF REGISTRATION**

<b>CERTIFICATE NUMBER :</b>
-----------------------------

<b>ORIGINAL:</b> <input type="checkbox"/>	<b>DUPLICATE:</b> <input type="checkbox"/>
-------------------------------------------	--------------------------------------------

1. NATIONALITY AND REGISTRATION MARKS	2. MANUFACTURER AND MANUFACTURER'S DESIGNATION OR AIR- CRAFT	3. AIRCRAFT SERIAL NUMBER
V5- .....	.....	.....

4.     Name of owner : .....
------------------------------

5.     Address of owner: .....
.....
.....

6.     I hereby certify that the cancellation of the registration of the aircraft described above has been duly entered on the Register of Namibian aircraft in accordance with Part 47 of the Namibian Civil Aviation Regulations, 2001.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

.....  
Date of issue

.....  
DIRECTOR: CIVIL AVIATION

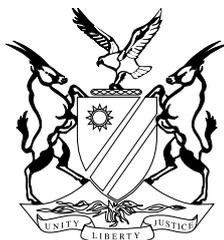
**MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION**

No. 53

2003

**NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS  
NAM-CAT-OPS 98 "OPERATION OF POWERED PARAGLIDERS"**

The Director: Civil Aviation has under regulation 11.03.5 of the Namibian Civil Aviation Regulations, 2001 and in consultation with the Civil Aviation Regulations Committee issued the technical standards in the Schedule. These technical standard shall come into operation on 31 March 2003.



**REPUBLIC OF NAMIBIA**

**CIVIL AVIATION**

**DOCUMENT NAM-CATS-OPS 98  
(OPERATION OF POWERED PARAGLIDERS)**

## **NAMIBIAN CIVIL AVIATION TECHNICAL STANDARDS RELATING TO THE OPERATION OF POWERED PARAGLIDERS**

### **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 31 March 2003 issued technical standards relating to the operation of powered paragliders to be known as Document NAM-CATS-OPS 98.

### **2. PURPOSE**

Document NAM-CATS-OPS 98 contains the standards, rules, requirements, methods, specifications, characteristics and procedures which are applicable in respect of the operation of gyroplanes.

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 standards 98.04.1 refers to regulation 1 of Subpart 04 of Part 98 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**

### **98.04.1 EQUIPMENT**

#### **1. Equipment**

The powered paraglider must be equipped with -

- (1) a safety harness or safety belt, for each person on board the powered paraglider;
  - (2) in the case of flights above 500 feet AGL, an altimeter; and
  - (3) in the case of an operation over water beyond gliding distance from a safe alighting area, one lifejacket or individual flotation device for each person on board.
-