



BRCC Airfield

MANUAL OF PROCEDURE

SAMAA CLUB NUMBER 325

Registered with SACAA as per AIP ENR 5.5-18

PHYSICAL ADDRESS of AIRFIELD

1 BRCC Drive

Ballito

GPS Co-ordinates -29.528784, 31.192011

SECONDARY ADDRESS (BRCC Chairman)

15 Sandra Road

Ballito

CONTACT DETAILS

Chairman – Ken Mann – 082 775 7765 – ken@brcc.co.za

Vice Chairman – Rolf Bartels - 071 545 7577 - rolfbartels@hotmail.com

Secretary – Charl du Rand - 082 411 1844 - charldur@global.co.za

Treasurer – Peter Frankle - 083 287 2937 - peter.frankle@gmail.com

Safety Officer – Rolf Bartels - 071 545 7577 - rolfbartels@hotmail.com

RPAS Operations Officer - Clint Steytler - 079 894 4234 - projects@dcgeo.co.za

FPV Drones Officer – David Sykes - 084 651 3581 - davidjsykes86@gmail.com

Compliance Consultants – Dylan Kemlo - aviation@droneportsolutions.com

To assist with the easy electronic navigation of this document, all underlined text in blue/purple is also a link which will take you to that part of the document. All major headings are also links which will take you back to the Table of Contents. If you are viewing this document in Microsoft Word, you will need to hold the “Ctrl key” down when clicking on the link. If you are viewing this document as a pdf all you need to do is click on the link.

APPROVAL

PROCESS	NAME	SIGNATURE	DATE
Prepared by: Chairman BRCC	Ken Mann		30 August 2022
Pre-Approved by: BRCC Safety Officer	Rolf Bartels		31 August 2022
Reviewed by: BRCC Compliance Consultants	Dylan Kemlo & Rob Purkiss		31 August 2022
Approved by: SAMAA	Bob Skinner		1 September 2022

ABBREVIATIONS

- AGL – Above ground Level
- AIP – Aeronautical Information Publication
- ARO – Aviation Recreation Organisation
- ATC – Air Traffic Control
- ATNS – Air Traffic & Navigation Services
- BRCC – Ballito Radio Controlled Club
- CTR – Controlled Traffic Region
- FALE – King Shaka International Airport
- FPV – First Person Visual
- FUA – Flexible Usage of Airspace
- GPS – Global Position Satellite
- IMC – Instrument Meteorological Conditions
- LOA – Letter of Agreement
- MOP – Manual of Procedure
- NOTAM – Notice to Airmen
- RA – Risk Assessment
- RPA – Remotely Piloted Aircraft
- RPAS – Remotely Piloted Autonomous Systems
- RPO – Remote Pilot Operator
- SACAA – South African Civil Aviation Authority
- SACAR – South African Civil Aviation Regulations (CAR)
- SACATS – South African Civil Aviation Technical Standards (CATS)
- SAMAA – South African Model Aircraft Association
- VLOS – Visual Line of Sight
- VMC – Visual Meteorological Conditions

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INTRODUCTION

The BRCC's governance framework is based on the principles of accountability, transparency, ethical management, and fairness to its members.

This service includes, but is not limited to:

- a) Advice and guidance on issues of a technical and legislative nature;
- b) Instruction on safe flying procedures and etiquette.
- c) Communication through a WhatsApp Group and the web.
- d) Flying proficiencies.
- e) Arranging competitions and open days.
- f) Providing a safe, well-maintained airfield for model aircraft including fixed wing, helicopters, multi-rotors/ drones and RPAS operations.
- g) Managing shared use of airspace at the BRCC Airfield.
- h) The safety management of all BRCC Operations.

An elected management committee, whose members are suitably qualified for their roles and have extensive experience and specialist skills across a range of model and RPAS activities provide balanced and independent advice and judgement in the decision-making processes.

Management members are responsible for attending to their own continuing professional development requirements and are kept apprised of any regulatory changes that are relevant to the BRCC Airfield and to general air safety due to our position within controlled airspace.

All our Radio-Controlled members are covered by insurance as provided by SAMAA while operating at the BRCC. Please note that any Commercial Drone Operator utilising the facilities at BRCC is responsible for their own insurance.

We encourage all our members to develop their skill levels by doing their SAMAA proficiency tests, whether applying to compete in any organised competitions or not.

REGULATORY COMPLIANCE

We adhere to SACAA and SAMAA governance principles which facilitate value creation without adding burdensome compliance requirements. Our association has clear guidelines and policies, which are enforced through this Manual of Procedure.

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

- BRCC - RA Compliance Certificate 2022
- BRCC #325 Registration Certificate
- BRCC Constitution
- BRCC Rules and Regulations (Specific to the BRCC Airfield)
- CAA ARO 010_Certificate 2022
- LOP between King Shaka (FALE) ATNS and BRCC
- LOC between Landowner and BRCC
- SAMAA MOP (Confidential Document – Available on Request)
- SAMAA Proficiencies
- SAMAA Rules and Regulations
- SAMAA Safety Codes
- SAMAA Accident/Incident Report Form

STATEMENT

The **BRCC** manual of procedures contains a true and accurate reflection of our policies, procedures, social rules, and regulations in terms of Standard Operating Procedures. This includes all aspects relating to the management, control, and regulation of all forms of model aircraft, RPAS operations, and training at the BRCC Airfield.

The BRCC shall ensure that all model and RPAS aviation activities are only performed within the lateral and vertical limits as approved by the SACAA, and as published in the SA-AIP ENR 5.5.

The BRCC shall ensure that all its members abide by its code of conduct and disciplinary procedures.

The BRCC operates on a Club structure, and its committee and members are responsible for enforcing the requirements of the SAMAA and BRCC MOP, Constitution, Safety Code, Rules, and Regulations and to ensure compliance with such.

The BRCC has an appointed safety officer, empowered by the SAMAA and the BRCC to ensure compliance.

The BRCC shall actively promote safety awareness, through application of the SAMAA proficiency scheme that recognises flying skills of its members and through our dedicated WhatsApp Group.

The BRCC is a non-profit organisation, does not support gender, racial, or any other discrimination, and in so doing creates an equal opportunity for all South Africans.

1) GENERAL

a) TYPE OF AIRCRAFT ALLOWED. (Registered and un-Registered)

- Fixed Wing Models
- Rotary Wing Models
- Glider models
- Large Scale models
- Jet models
- Parachutes from model aircraft
- Quad Copters/Multi Rotors/Drones
- RPAS Commercial

b) AREA OF OPERATION.

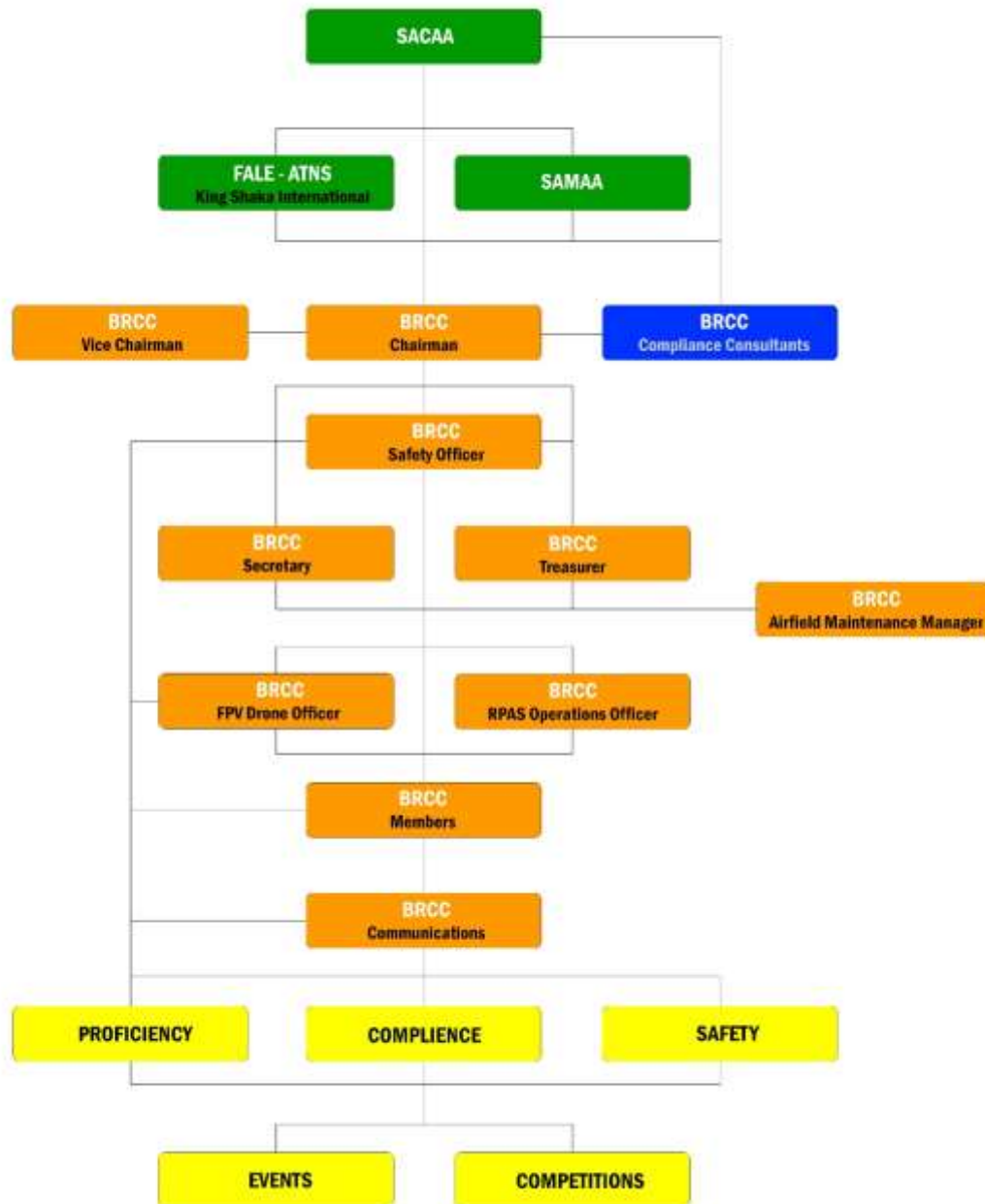
1 BRCC Drive Ballito. GPS Co-ordinates -29.528784, 31.192011

c) SAFETY INSPECTIONS AND AUDITS.

It is understood that SACAA shall perform its duties in terms of its functions, which includes the approval, control, and oversight of the BRCC manual of procedure and the operations of all aviation organisations that operate at the BRCC site for sport and recreational purposes. Accordingly, BRCC shall afford the SACAA authorised officer, inspector, or authorised person full access to the organisation's operations, documentation, and its members' activities for the purposes of oversight and audits, both *ad hoc* and scheduled.

2) PERSONAL

a) ORGANOGRAM.



b) THE COMMITTEE.

Chairman – Ken Mann – 082 775 7765 – ken@brcc.co.za

Vice Chairman – Rolf Bartels - - 071 545 7577 - rolfbartels@hotmail.com

Secretary – Charl du Rand - 082 411 1844 - charldur@global.co.za

Treasurer – Peter Frankle - 083 287 2937 - peter.frankle@gmail.com

Safety Officer – Rolf Bartels - 071 545 7577 - rolfbartels@hotmail.com

RPAS Operations - Clint Steytler - 079 894 4234 - projects@dcgeo.co.za

FPV Drones – David Sykes - 084 651 3581 - davidjsykes86@gmail.com

Compliance Consultant – Dylan Kemlo - aviation@droneportsolutions.com

Airfield Maintenance Manager – Ken Mann – ken@brcc.co.za

c) DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS.

i) CHAIRMAN

- (1) To provide fair and unbiased leadership to the BRCC committee and its members.
- (2) Is responsible to the members for the daily management and administration of the BRCC.
- (3) Shall maintain an open line of communication between SACAA, SAMAA, FALe and the BRCC committee and its members shall assist the Safety Officer in the management and education of its members on all safety protocols.
- (4) Facilitate meetings for all BRCC Members.

ii) VICE CHAIRMAN

- (1) To assist the Chairman where possible.
- (2) To assume the Chairmanship duties when the Chairman is not available.

iii) SECRETARY

- (1) To help with the administration of the BRCC.
- (2) To take minutes at meetings and distribute them to all the members.

iv) TREASURER

- (1) To run the day-to-day finances of the BRCC.
- (2) To prepare and present a financial report at the AGM.

- (3) To assist the Chairman in making sound financial decisions for the BRCC.

v) **SAFETY OFFICER**

- (1) To conduct risk assessment and enforce preventative measures.
- (2) To maintain a safe ground and air environment at the BRCC Airfield.
- (3) To ensure clear and precise communication between all operational pilots at BRCC.
- (4) To assist/enforce all safety aspects at the BRCC Airfield.
- (5) To educate visitors/public about safety at the Airfield.
- (6) To ensure all rules, regulations of the SACAA, SAMAA and the BRCC are adhered to.
- (7) To advise and instruct on safety-related topics to the BRCC members.
- (8) To review existing safety codes and update them where and when necessary.
- (9) To maintain a safe ground and air environment at the BRCC Airfield.

vi) **FPV DRONE OFFICER**

- (1) To provide a direct line of communication between FPV Drone pilots and the BRCC Committee.
- (2) To assist the Safety Officer and make recommendations to improve the overall safety at the BRCC Airfield.

vii) **RPAS OPERATIONS OFFICER**

- (1) To provide a direct line of communication between RPAS pilots and the BRCC Committee.
- (2) To assist the Safety Officer and make recommendations to improve safety at the BRCC Airfield.

viii) **COMPLIANCE CONSULTANTS**

- (1) To advise the BRCC Chairman and Committee on existing MOP Procedures and to assist in the amendment of the MOP should it be necessary.
- (2) To advise and assist the BRCC Chairman and committee with regards to any new legislation.
- (3) To assist and advise on communications between the SACAA and the BRCC when necessary.

ix) **AIRFIELD MAINTENANCE MANAGER**

- (1) To maintain the BRCC Airfield in a good condition to allow for safe ground and air operations.
- (2) To assist with the repair, maintenance, and installation of infrastructure at the BRCC Airfield.
- (3) To assist with the maintenance of the access road to the BRCC Airfield.

d) DUTIES AND RESPONSIBILITIES OF ALL MEMBERS.

- i) All members must be paid up members of both SAMAA and the BRCC.
- ii) They must read, understand, and abide by all safety procedures and rules and regulations relating to air and ground safety at the BRCC.
- iii) To practice and abide by the “Safety First” slogan.
- iv) The first pilot arriving at the airfield must put on a reflective vest and assume “Safety Officer” duties until someone with more experience arrives.
- v) The first pilot arriving must contact the King Shaka Air Traffic Control Tower on **032 436 5002** and inform them that “The BRCC box is ACTIVE”.
- vi) The last pilot to leave the airfield must contact the tower and inform them that “The BRCC box is INACTIVE”.
- vii) To assist and educate new members on all safety procedures, especially those that are specific to the BRCC Airfield.
- viii) To assist the BRCC Safety Officer in a responsible and courteous manner.
- ix) Communicate your intentions to use the BRCC Airfield via our dedicated WhatsApp Group.
- x) Ensure that the gate to the airfield is closed when leaving.
- xi) To assist the BRCC Committee with additional related activities when required.
- xii) To report poor safety practices to the Safety Officer.

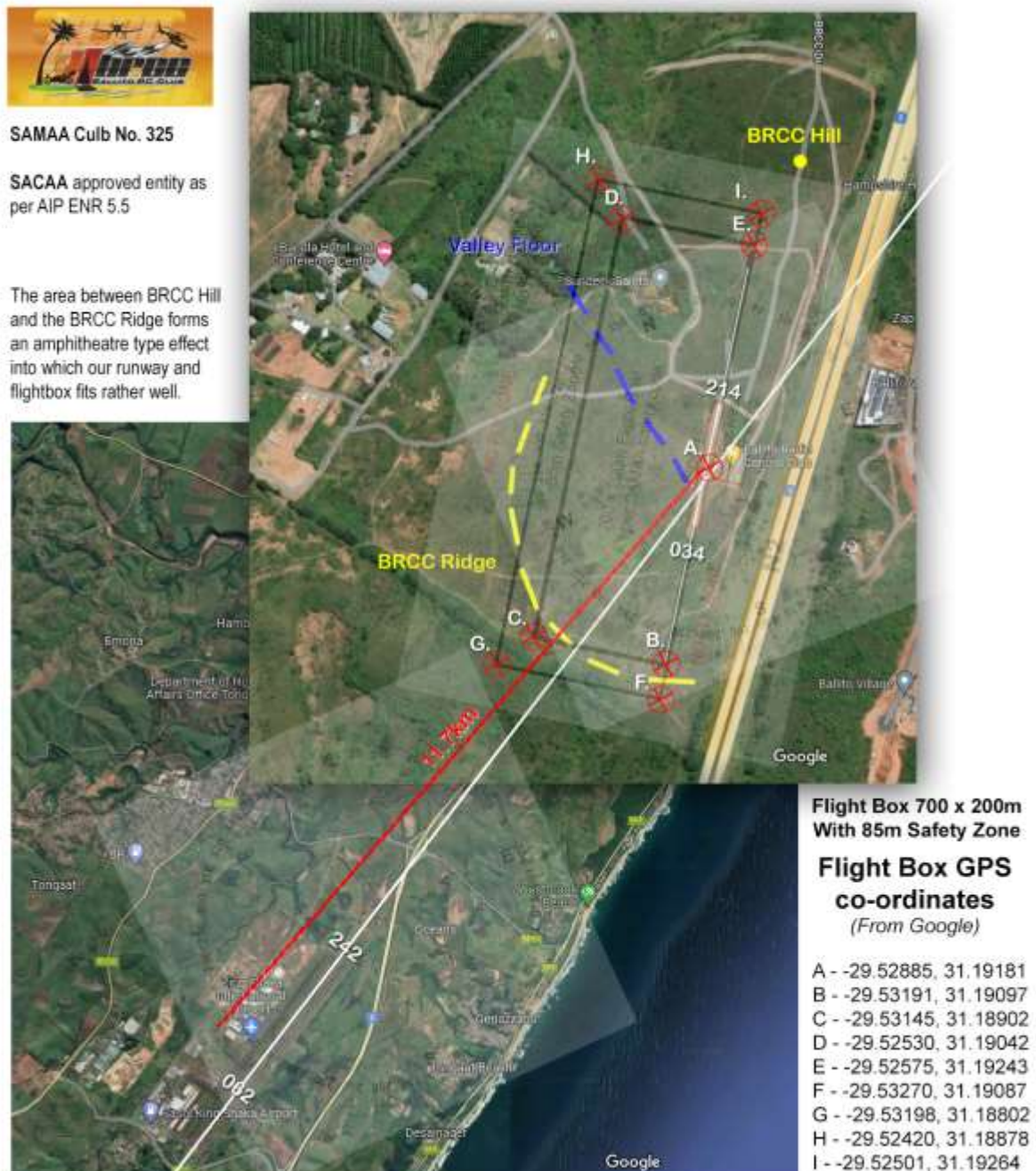
e) DUTIES AND RESPONSIBILITIES OF COMMERCIAL RPAS MEMBERS

- i) Same as listed for points [2.d.i to ix](#) above.
- ii) Follow Part 101 procedures for a registered RPAS operating in controlled airspace.
- iii) Maintain constant two-way radio communications with **FALE** on Frequency **118.45MHz** during all RPAS Operations.

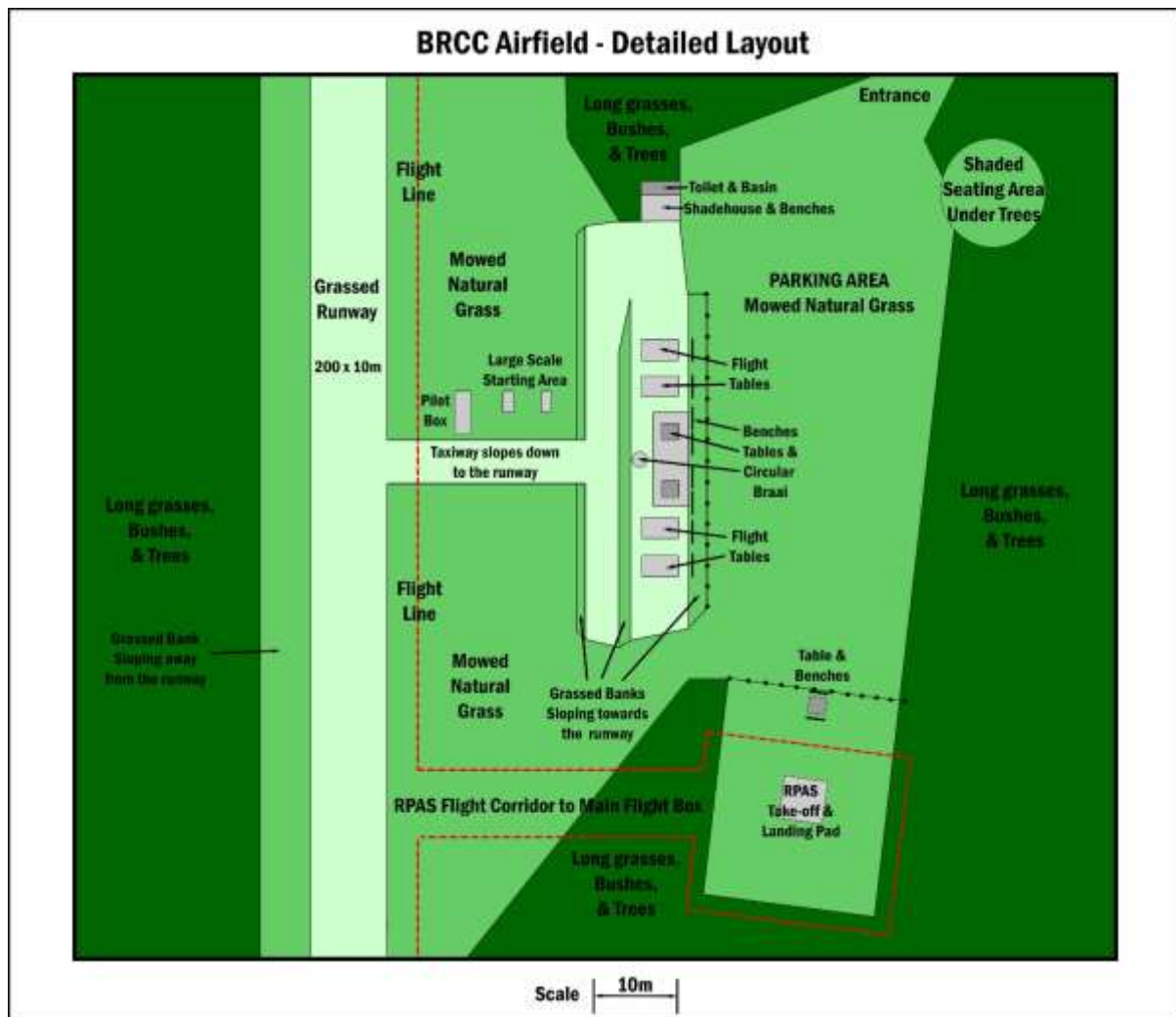
3) AIRFIELD PLAN AND PHOTOS.

a) PLAN IN RELATION TO FALE. (Diagram 1.)

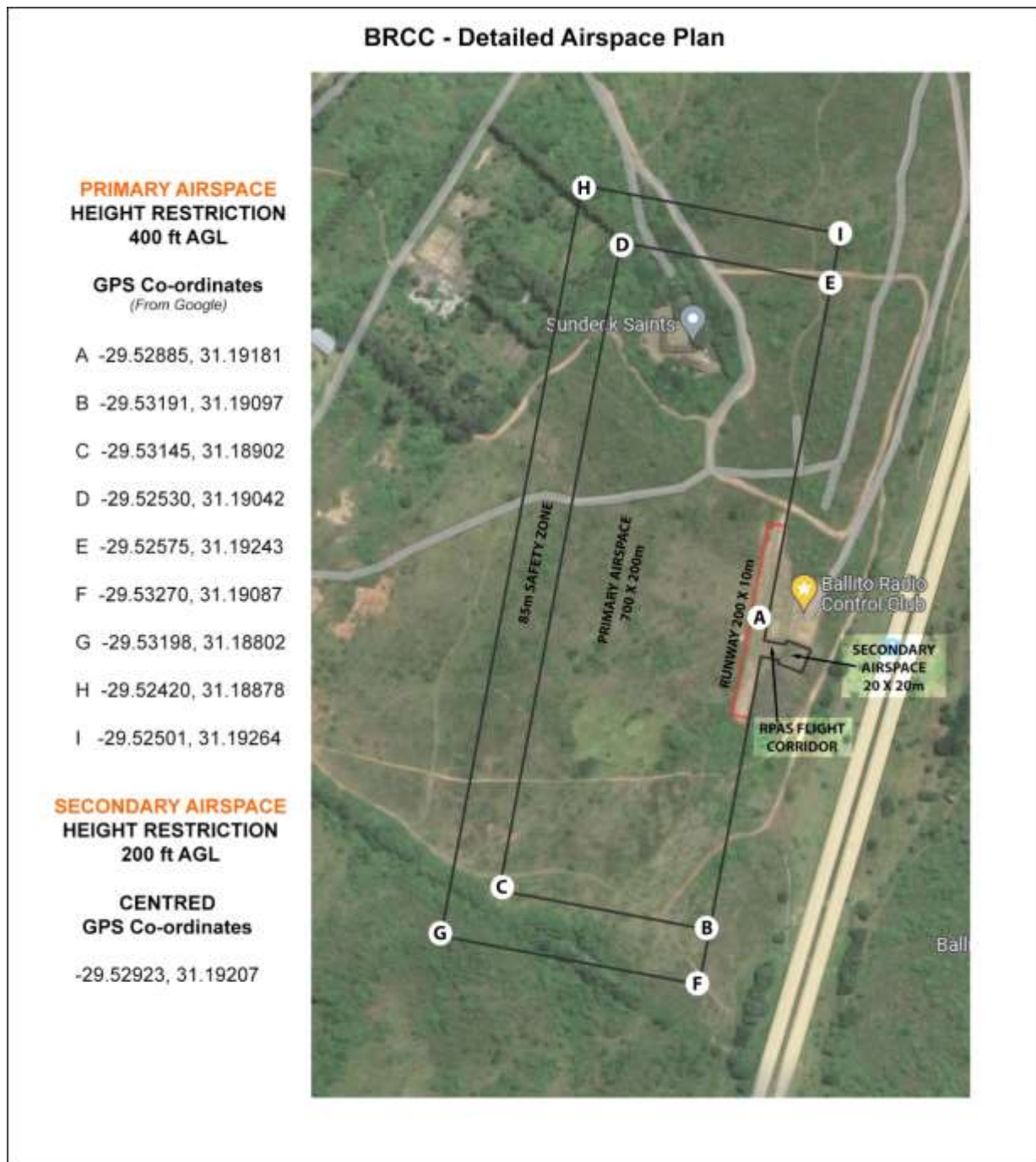
SPECIAL NOTE:- THE BRCC AIRFIELD FALLS INSIDE THE CTR OF FALE



b) DETAILED AIRFIELD PLAN. (Diagram 2.)



c) DETAILED PLAN OF THE BRCC AIRSPACE. (Diagram 3.)



d) AERIAL PHOTOS OF THE BRCC AIRFIELD.

View from West.



View from East.



View from Northern side of the runway.



View from Southern side of the runway.



RPAS take-off and landing area.



4) AIRFIELD UTILISATION

a) RECREATION AND SPORT MEMBERS.

The BRCC Airfield is primarily used for recreational and sport model flying which includes, Fixed Wing, Helicopters, Multi Rotor/Drone/RPAS and FPV, by the BRCC members.

b) ROC'S.

At the discretion of the committee the BRCC may also allow ROC to operate at the BRCC airfield providing they...

- i) Become paid up members of the BRCC and SAMAA.
- ii) Comply with BRCC and SAMAA Rules and Regulations, Safety Codes and MOPs.
- iii) Comply with any other “specific” Rules, Regulations and procedures which may be required by the BRCC, SAMAA, ATNS/ATC or the SACAA.
- iv) They must organise and be covered by their own insurance policy as the SAMAA insurance policy does not cover commercial operations.

c) TYPE OF AIRCRAFT ALLOWED.

- i) Model Aircraft – Fixed Wing, Helicopters, Multi Rotor/Drone/RPAS and FPV, used for recreation and sport up to a mass of 35kgs.
- ii) Commercial RPAS operations at the BRCC - below 1kg and above.

d) VISITING PILOTS. (Non-Members)

- i) Visiting Model Aircraft Pilots must be members of SAMAA.
- ii) They must report to the Safety Officer on site before commencing any flying activities.
- iii) They must familiarise themselves with the BRCC Rules and regulations.

5) ALLOCATED AIRSPACE

a) PRIMARY AIRSPACE. (FLIGHT BOX) ([See Diagram 3](#))

- i) This is an area which extends 350m to the right and 350m to the left of the centre of the runway and 200m to the West or the flight line. (700m wide by 200m deep)
- ii) There is also an 85m safety area/corridor around the outside of the flight box.
- iii) Height restriction of the Airspace is 400 feet AGL.

b) SECONDARY AIRSPACE. ([See Diagram 3](#))

- i) This is an area southeast of the main runway and is a dedicated Airspace for RPAS operations only, not for model flying. It is 20m wide by 20m deep with a height restriction of 200 feet AGL.
- ii) It is an RPAS Take-off, Landing and Training Box.
- iii) It is connected to the Primary Airspace via a RPAS corridor/taxiway.

c) RPAS CORRIDOR. (TAXIWAY) ([See Diagram 3](#))

- i) This is a 10m by 20m Airspace Corridor which connects the 'Secondary Airspace' to the 'Primary Airspace'.
- ii) This RPAS corridor shall be used whenever any RPAS operators need to use the 'Primary Airspace'.

- iii) They may only do so after they have informed all pilots/operators at the airfield of their intention to use the RPAS corridor and that the airspace is safe and clear to do so.

6) USAGE OF ALLOCATED AIRSPACE

- a) Any flight requests outside BRCCs' published vertical or lateral limits will require an official application for FUA by the party concerned.
- b) Up to three aircraft may use the 'Primary Airspace' at the same time.
- c) RPAS training may take place at the same time as the 'Primary Airspace' is being used so long as they stay within the 'Secondary Airspace' ([See Diagram 3](#)) allocated for their specific operations.
- d) The 'Primary Airspace' can be used by both RPAS, and model aircraft provided, there are no more than a total of three model/RPAS aircraft at a time and provided that the model/RPAS aircraft pilots/operators have briefed each other as to their individual 'missions' and have understood the operational aspects of the missions and agree to the combined flying. If a model aircraft pilot is not happy, then the RPAS will restrict himself to the 'Secondary Airspace' until such time as the 'Primary Airspace' becomes available again. In order not to discourage or inconvenience anyone wishing to conduct RPAS training, booking slots for such training should be made via the BRCC dedicated WhatsApp group.
- e) VLOS is compulsory for all pilots.

7) OPERATIONAL PROCEDURES

a) **COMPLIANCE AND RISK ASSESSMENT.**

- i) The SAMAA performs formal risk assessment exercises, to ensure that BRCC complies with the conditions and exceptions of their third-party public liability policy.
The risk assessment covers the distance that flying operations occur from personnel, spectators, property, facilities, public roads, flammable surroundings, national key points, installations, and urban areas.
The club management of the BRCC demonstrates oversight by conducting internal audits and communication of such to the Quality Assurance Manager of the SAMAA.

ii) **LOP with King Shaka International Airport**

- (1) The LOP is reviewed on an annual basis.
- (2) This agreement shall be subject to revision whenever:

- (a) Any deliberate and or negligent infringements of this LOP occur.
- (b) Changes to the King Shaka International area of responsibility is planned and/or implemented.
- (c) Changes to the King Shaka International ATS are planned and/or implemented.
- (d) Changes to the instrument approach procedures serving King Shaka International airport is planned and/or implemented.

b) ACTIVE AIRSPACE. (Flight Box)

i) MODEL FLYING AND RPAS OPERATIONS.

- (1) No flying is permitted outside this designated Primary Airspace/Flight Box (unless an approved Flexible Use of Airspace request has been approved in advance by the relevant Authorities).
- (2) Strictly no flying is permitted over the pits, spectator, and parking areas.
- (3) Strictly no flying is permitted over the N2 highway to the East.
- (4) There is a farmhouse on the Northern side of the Primary Airspace/Flight Box, flying over this farmhouse should be avoided if possible.
- (5) When FALE CTR is declared IMC, the FALE ATC will contact the BRCC Safety Officer, or the BRCC Chairman on to let him know that IMC has been declared. The Safety Officer shall immediately suspend **ALL** flying at the BRCC Airfield until such time as the CTR is declared VMC

ii) RPAS OPERATION`S

- (1) A separate Secondary Airspace/Flight Box 30m wide by 30m deep by 200 feet AGL, with a paved dedicated take-off and landing RPAS platform is for the use of RPAS only. (See Diagram 3)
- (2) This platform is to be used by all RPAS Operations for take-off and landing.
- (3) There is a dedicated RPAS corridor which provides access to the Primary Airspace/Flight box, this is the only route to and from the Primary Airspace/Flight Box for commercial RPA from and to the Secondary Airspace/Flight Box.

c) MODEL FLYING

- i) All pilots must send a message, via the BRCC dedicated WhatsApp group, of their intention to fly at the BRCC airfield before they leave home.
- ii) On arrival at the Airfield, they must, immediately report to the Safety Office on duty so they can be updated on the flying conditions and safety for the present conditions.
- iii) If they are the first to arrive at the airfield, they will automatically assume the duties of the Safety Officer until such time as a more qualified pilot arrives, or the appointed BRCC Safety Officer arrives. The Safety Officer must wear a reflective vest, so he is easily identifiable.
- iv) A pre-flight inspection and radio check must be done on all model aircraft before the first flight of the day.
- v) Before taking off, pilots must make sure that the flight box is not in use by different category of aircraft.
- vi) Communication is key to a safe environment. All pilots should do so in a courteous manner while clearly informing other pilots and the Safety Office of their intentions.
- vii) A spotter is a compulsory requirement while flying at the BRCC, so he or she can inform the active pilots of any full-sized aircraft in the area. If a full-sized aircraft is spotted, the spotter will immediately inform the pilot/s and they must immediately drop to 100 feet AGL or land if safe to do so. Once the airspace is clear they may resume normal flying activities.
- viii) Pilots must use the "Pilot Box" while flying. This is for their safety, and it is a clear indication that the Flight Box is in use.
- ix) On landing the pilot must switch off the aircraft and radio while stationary on the runway before taking the aircraft back to the pits area. Taxing back to the pits area is not allowed.

d) RPAS OPERATIONS (Commercial)

- i) Commercial RPAS Operations, using a registered RPA, must follow the procedures laid out in Part 101 for operations in controlled airspace.
- ii) As for points [7.c.i to vii](#) above.
- iii) RPAS pilots must make use of the designated take-off and landing platform for all take-offs and landings.
- iv) Before using the RPAS Corridor to the Primary Airspace pilots must first check that the Primary Airspace is not in use by other aircraft, then they must clearly announce their intention to do so.

e) SAFETY OFFICER AT THE AIRFIELD

- i) The first pilot to arrive at the airfield automatically assumes the duties of a Safety Officer.
- ii) He/she must wear a reflective vest, so they are easily identifiable to other pilots who arrive later.
- iii) If there is more than one pilot at the airfield the pilot with the most experience will automatically become the Safety Officer until the appointed BRCC Safety Officer arrives on site.
- iv) See point [2.c.v](#) for the responsibilities of the Safety Officer.

8) EMERGENCY RESPONSE PLAN

- a) In the event of loss of control resulting in a model aircraft or RPAS "flyaway" event, ATC are to be notified immediately via telephone on **032 436 5002** or on frequency **118,45MHz**.
- b) Any "flyaway" or accident must be reported to the BRCC Safety Officer and the BRCC Chairman as soon as possible.
- c) All contact information can be found on the BRCC website. (www.brcc.co.za)
- d) Any accidents must be reported, as soon as possible, to the BRCC Safety Officer and the BRCC Chairman. (Contact numbers can be found on the BRCC website and in this document under point [2.b](#))
- e) The SAMAA "[Accident/Incident Report Form F-01](#)" can be downloaded from the BRCC website under the sub-heading "King Shaka Int."