Avistrata for South Africa (SACAA) organizations

Part 145 Aircraft Maintenance Organisations under the South African Civil Aviation Authority

Avistrata Authority Manual

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1. About this manual

This manual explains how Avistrata works for Aircraft Maintenance Organisations (AMOs) regulated by the South African Civil Aviation Authority (SACAA) under the Civil Aviation Regulations, 2011 (CAR) Parts 43, 66 and 145 and the associated technical standards (SA-CATS).

It is written for organization administrators, quality managers, certifying staff, stores and planning. Each chapter says where to click and what Avistrata does for you.

At a glance

Area	What SACAA organizations get
Releases	Certificate of release to service per CAR 43.04; SACAA CRS and Authorised Release Certificate
Certifying staff	AME licences (categories A, B, C, D, W, X) and the AMO authorisation, checked at signing
Continuing airworthiness	MPI preset in Maintenance Due (no ARC)
Safety	Mandatory occurrence reports to SACAA with a 72-hour clock
Billing	VAT
Defaults	Metric units, DD/MM/YYYY, ZS- registrations

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2. Setting up your organization

An organization administrator sets the authority once. Everything else in Avistrata follows from it: the wording on releases, which licences are checked when someone signs, the documents you can issue, reminders, units, dates and VAT.

1. Sign in as an organization administrator and open **Admin → Manage Organization**.
2. Open the **Features** tab and scroll to **Regulatory authority**.
3. Choose **SACAA (South Africa)**.
4. Fill in the fields in the table below, then click **Save**.
5. Sign out and back in (or reload the page) so every screen picks up the new setting.

Regulatory authority	**SACAA (South Africa)**.
Approval number	Your Part 145 AMO approval number, printed on every release.
Units and dates	Metric units and DD/MM/YYYY dates by default. Both can be changed in the same section.
CRS statement	Optional. Your organization's own release statement, printed instead of the standard wording on every release (see Chapter 4).

> Sub-organizations (bases, hangars, client organizations) inherit the parent's authority, approval number and CRS statement unless they set their own. Records always follow the organization that owns the aircraft, so a record signed for a customer's aircraft uses the customer organization's rules.

> Changing the authority does not change records that are already signed. Each signed logbook entry, release and certificate keeps the authority and approval number it was signed under, and its seal covers them.

3. Certifying staff: licences and authorisations

Under CAR 43.04.1 an aircraft or component may only be certified for release by a person who holds an AME licence with the appropriate Part 66 rating and is authorised by the Part 145 AMO (or is otherwise authorised as the regulation allows). Avistrata keeps the AME licence and your AMO authorisation on each person's record and checks them every time a release is signed.

Recording a person's licence and authorisation

1. Open **Admin → Users** and click the person.
2. Under **Certificates**, find **Licences and authorisations** and click **Add licence**. Choose **SACAA (South Africa AME)**, then enter the licence number, categories, type ratings, limitations, issue date and valid-until date.
3. Click **Add authorisation**. Enter your organization's authorisation number, the scope (categories, aircraft types and/or components), the valid-until date and the date recent experience was last confirmed.
4. Click **Save**. Only organization administrators can add or change licences and authorisations. The person who issued an authorisation, and when, is recorded automatically.

Licence categories

Category	What it covers
A (Class II)	Airframes of aeroplanes and rotorcraft, excluding engines
B (Class I)	Airframes of aeroplanes and rotorcraft (inspection)
C (Class II)	Engines installed in aeroplanes and rotorcraft
D (Class I)	Engines installed in aeroplanes and rotorcraft (inspection)
W (Class II)	Avionic, electrical and instrument equipment
X (Class I)	Specified installations: compasses, ignition, propellers, instruments, electrical equipment, autopilots, avionics
How they match	Airframe work is covered by A or B, engine work by C or D, avionics by W or X.

Licence validity	24 months from the issue (or renewal) date (CAR 66.02.7). When no end date is entered, Avistrata uses the issue date plus 24 months.
Recent experience	At least six months of exercising the licence privileges in the 24 months before expiry (CAR 66.02.8). Record the date it was last confirmed on the authorisation; it lapses 2 years after that date.
Aircraft type	The authorisation scope must cover the aircraft type or model. "PA-46" covers "PA-46-500TP"; "All", "*" and group ratings cover every type. A components-only scope does not cover aircraft.

What happens when someone signs

Every time a release is signed (a logbook entry, a task card final sign-off), Avistrata checks the signer. The check runs in the browser, in the phone apps and again in the database itself, so it cannot be bypassed.

Situation	Result
Valid AME licence and AMO authorisation	Signed. The authorisation and licence used are recorded on the release.
No authorisation, expired, wrong category or type, recency lapsed	**Refused**, with the reason.
Licence that isn't a SACAA AME licence	**Refused.** Only SACAA licences count.
FAA certificate type	**Refused.**
Pilot maintenance (CAR 43.04.1(2))	Allowed: a pilot with the type rating may certify the limited maintenance of CAR 43.02.2(2). Recorded on the release.

Typical messages the signer sees:

- *Can't sign this release: No certification authorisation (CAR 43.04.1) is on file for you in this organization.*
- *Can't sign this release: Licence 0123456 has no category D (it has A, W).*
- *Can't sign this release: Licence 0123456 expired on 14/02/2026.*

The certifying staff list

Admin → Classifications → Certifying staff lists everyone with a licence or authorisation, with a status pill: Valid Expiring (within 60 days) Expired. Use it before an audit.

Expiry reminders

Every day Avistrata checks licences, authorisations and recent experience. The person gets a reminder 30, 14 and 7 days before expiry and on the day. The quality manager, the maintenance managers and the

organization administrators get one summary of their people. Messages go by email or text, following each person's choice.

4. Releasing an aircraft

Logbook entries

In **Logbook**, a new entry for an aircraft of your organization uses SACAA wording automatically:

Kind of certificate	AME Cat A, B, C, D, W, X; AMO certification authorisation; pilot maintenance (CAR 43.04.1(2)).
Release statement	*Certified that the work specified was carried out in accordance with the Civil Aviation Regulations, 2011 and SA-CATS 43 and the aircraft/aircraft component is considered fit for release to service.*
Approval number	Printed with the statement, from Manage Organization → Regulatory authority.
Approved data	An approved data reference field. Reference the maintenance data used (AMM chapter, AMP task, repair data).
AD statement	States that applicable airworthiness directives were checked.
Dates	DD/MM/YYYY, from the organization setting.

Sign with your PIN as usual. The entry is numbered, sealed (SHA-256) and chained to the aircraft's previous entry. The seal now also covers the authority and approval number. A signed entry can only be voided with a reason and corrected by a new entry.

Task card final sign-off

On a task card, the final sign-off shows the SACAA release statement and your approval number above the signature. The certifying staff check (Chapter 3) runs before the signature is accepted.

The Certificate of Release to Service for a work order

1. Close or void every task card on the work order. The CRS can't be issued while a card is still open; Avistrata lists the open cards.
2. Open the work order and click **Certificate of Release to Service (SACAA)** (next to Logbook sticker).
3. Check the aircraft, work summary, approved data and any deferred defects, then sign with the signature pad (draw, PIN or biometric).
4. The CRS is numbered for your organization (CRS-00001, CRS-00002 …), stamped with your approval number and sealed. Print or download the PDF.

> Issued certificates can't be edited. If something is wrong, void it with a reason (the signer or an organization administrator) and issue a new one. Both stay on file.

Your own CRS statement

The standard wording is shown above. If your exposition (MOE) or your authority requires different wording, enter it in **Manage Organization → Regulatory authority → CRS statement**. It is then printed instead of the standard statement on logbook entries, the logbook sticker, task card sign-off, the CRS, the records package and new drafts in the phone apps. Leave it empty to use the standard wording.

> CAR 43.04.4 requires the logbook entry to carry "the statement as prescribed in Document SA-CATS 43", with the signature, licence or authorisation number and date. The standard wording above is a placeholder: enter the exact SA-CATS 43 statement as your CRS statement before going live. CAR 43.04.2(3) requires the details of the work with reference to the data used, the completion date, the AMO and the signer, which Avistrata prints.

5. Releasing a component: the Authorised Release Certificate

A component maintained off the aircraft is released with its own certificate. Avistrata issues it as an **Authorised Release Certificate** in the familiar Form 1 layout, titled for your AMO.

1. From a task card: in the parts table click **Tag** to open the Part Release Tag window, then **Authorised Release Certificate**. From Stores: open the stock unit, click **Actions**, then **Authorised Release Certificate**.
2. Avistrata fills in the blocks from the part: description, part number, serial or batch, quantity and status (overhauled, repaired, inspected, tested, modified). Check block 12 (remarks) and add the work order and approved data.
3. Sign with the signature pad. The certificate gets a tracking number (F1-00001 …), your approval number, and a seal.
4. Print it, or attach the PDF to the part. It is kept with the part and the task card.

Approval	Your Part 145 AMO approval number and SACAA as the authority.
Installation	Installing the part on the aircraft is released separately, on the logbook entry or task card.
Incoming parts	Stores accepts EASA Form 1 and FAA Form 8130-3 as incoming certificates.

6. Continuing airworthiness and ADs

South African aircraft keep their Certificate of Airworthiness valid through maintenance and the Mandatory Periodic Inspection (MPI). There is no EASA-style airworthiness review certificate, so the ARC section is not shown.

MPI	In **Maintenance Due**, add the **MPI (mandatory periodic inspection)** preset to each aircraft (12 months by default; adjust to your maintenance schedule). It turns amber before it is due and can block dispatch when overdue.
Inspections	The inspection list offers the MPI alongside your maintenance programme checks.
Airworthiness directives	The AD / SB tab matches FAA ADs (and EASA ADs where the EASA feed is connected) to your fleet. Record SACAA-issued directives there by hand.

7. Occurrence and defect reporting

Report occurrences and defects to SACAA as your procedures require. Avistrata tracks a 72-hour deadline from the time your organization became aware.

1. Open **Quality → Safety (SMS) → Investigations** and open (or create) the investigation.
2. Tick **Mandatory occurrence report to SACAA**.
3. Enter when your organization became aware. The deadline is worked out from that time and counts down on the investigation.
4. Fill in the occurrence details: date and time (UTC), location, registration, aircraft type and serial, phase of flight, what happened and the risk.
5. When you have sent the report, record the authority it went to, its reference and when it was sent. The person who sent it is recorded automatically.

Deadline	72 hours after awareness (confirm against your procedures; see Chapter 11).
Category	The EU category field is not used for SACAA.

Reminders go out to the quality manager 48 hours and 72 hours after awareness while the report is still unsent. Print the report as a PDF, or export reported occurrences as CSV.

8. Billing and VAT

Invoices, estimates and sales orders of your organization use VAT automatically (South African VAT). Set it up once in **Billing → Settings**:

Your tax number	Your VAT number (shown on invoices as VAT number).
VAT rates	Default rates for labour, parts and other lines. A line can have its own rate.
Customers	Enter each business customer's tax number and country on the customer record.
How VAT is decided	South African VAT (15% standard; set your rates in Billing → Settings) for customers in South Africa. Customers outside South Africa are treated as export (0 VAT). A document can be marked exempt.

Each document gets one VAT line per rate. The rates and tax numbers are copied when the document is made, so a later change in Settings never alters a document already sent. To turn VAT off, set VAT to **Off** in Billing → Settings.

9. Records, audit trail and retention

- **Seal.** Signed logbook entries, CRSs and component certificates are sealed with SHA-256 over everything printed, the signer, the time and the approval number. **Logbook → Check seals** recomputes them.
- **Certifying staff result.** Every release records the result of the certifying staff check (which authorisation and licence were used) on the record itself.
- **Who and when.** Signer, time, issuer and status changes are set by the server from the signed-in person, never from the browser.
- **Retention.** Keep maintenance records for the period required by CAR Part 43 and your AMO procedures. Avistrata never deletes signed records; voided records stay on file with the reason.
- **Records package.** Records → Change History → **Records package** exports an aircraft's records as a ZIP (PDF, spreadsheets, attached files and a checksum manifest) for a sale, lease or audit. You can also give an auditor read-only access there.

10. The phone apps

Avistrata comes in five flavors of the mobile app (Admin, Pilot, Mechanic, Student and FAA). The Mechanic and Admin apps use the SACAA certificate list and release wording (or your own CRS statement) on logbook entries and task card final sign-off, and show your approval number. Before a release is signed, the app checks the AME licence and AMO authorisation with the same rules as the server and stops with the reason when they are not met. Stock lists name the SACAA component release certificate (Authorised Release Certificate). The ARC and occurrence reports are handled on the web.

11. Before you go live: check with your quality manager

Avistrata supports compliance; it does not replace your exposition (MOE / CAME), your procedures or your authority's acceptance. Before you use it for releases, check these points against your approved procedures:

- **The exact SA-CATS 43 release statement.** Enter it as your CRS statement.
- The wording of block 12 and 14a on the Authorised Release Certificate.
- The 72-hour occurrence reporting deadline against your procedures.
- Whether foreign or validated licences should be accepted. Avistrata currently counts only SACAA AME licences.
- How pilot maintenance (CAR 43.04.1(2)) is used in your organization. Avistrata lets it through without checking the pilot licence.
- The MPI interval for each aircraft, and every certifying staff member's licence and authorisation on file.

> If anything differs, tell Avistrata support (support@avistrata.com). Wording can usually be changed for your organization alone, through the CRS statement, without waiting for an update.

12. Regulation references

Topic	Reference
Who may certify	CAR 43.04.1 (pilots: 43.04.1(2), 43.02.2(2))
Release requirements	CAR 43.04.2 (content: 43.04.2(3))
Certifying after inspection	CAR 43.04.4 and Document SA-CATS 43
AME licence classes and categories	CAR 66.01.3, 66.01.5
Licence validity	CAR 66.02.7 (24 months)
Renewal and experience	CAR 66.02.8; reissue after lapse 66.02.9
Maintenance organisations	CAR Part 145

References are to the regulations as published by the authority. Always use the current amendment.