



TO : AIMU POOL
FROM : Mahendra Sukdev & Mpho Mcdon
DATE : 24 January 2025

FPL INSTRUCTION 01/2025:

1. Incomplete Attendance registers
2. Training Logs incomplete and not signed off by Principals
3. Personnel Files
4. Proficiencies

Good Day AIMO's

During our recent SA CAA Oversight Audit; the above non conformances were identified which require immediate attention from OJTI's, Students and Management.

1. Attendance registers are not being completed in line with O INSTR 2/2011. This is a Routine Function and should be part of your HANOVER/TAKEOVER duties.

Attendance registers are to be completed in **LOCAL TIME**, and **START TIME** captured on shift arrival, The **End TIME** shall be captured at the **END of the shift**.

NB/If one experiences challenges with accessing or competing ones attendance register, inform management without delay.

Periodic checks shall be completed by AIM MNGT on Attendance Registers and non conformances shall be actioned appropriately.

2. Training Logs must be **completed diligently** and signed off by OJTI's and **STUDENTS during every shift**. As part of your OJTI Debrief, the objectives covered during the shift will be discussed, comments noted, Hours of the shift totalled and signatures of both Instructors and Students complete. Only then; should the student be dismissed.

When the student writes a TEST or EXAM or if an ASSESSMENT is being conducted on his/her shift, The marks and comments must be captured on the progress sheet and both the Trainee and Instructor must SIGN.



When conducting a FINAL ASSESSMENT, the FINAL REPORT, at the end of the Log, shall also be completed.

NB/Timely (WEEKLY) checks by AIM MNGT will be performed on TRG LOGS and ***non conformances shall be actioned appropriately***.

3. Personnel Files kept at the AIMU; must contain **JOB PROFILES and TRAINING RECORDS only**. We are in the process of updating all staff Supervisory files.

To assist this Internal process, we will require from staff, a Training Record and a copy of all certificates for ATNS courses completed by staff. This can be handed over to our Administrator or AIM MNGT. Job profiles in the new format will be circulated, please ensure that you timeously sign, and send back to our Administrator or AIM MNGT.

4. **Proficiencies:** Proficiencies are scheduled to be completed by the end of Cycle 2, (20 APR 2025). Dates for the practical proficiencies will be circulated with Cycle 1 and 2 rosters. Please ensure that you double check that you are rostered and honor your shifts for proficiencies, and expect to write theory proficiency assessments between today and the end of Cycle 2.

Please ensure strict compliance.

Any queries/concerns to the above instruction can be directed to AIMU Management.

Kind regards,

Mahendra Sukdev and Mpho McDon

NB/Please sign in the relevant spaces provided

The instruction must be signed immediately as part of your taking over shift duties. If one is on leave, the instruction should be signed on the 1st day of you returning to work.



	NAME	DATE	SIGNATURE/COMMEMT
1	BURTON, Westley	21/01/2025	
2	CHABA, Clyve Madimetja	03/01/2025	
3	DALI, Chulumanco	24/01/2025	
4	DOLONGA, Vuyokazi	03/02/2025	
5	HOWARTH, George	05/01/2025	
6	KOMAPE, Lebogang Lekuka	31/01/2025	
7	KRUGER, Nishaat	27/01/2025	
8	LETHOBA, Benedictor Montsheng	28/01/2025	
9	MABENA, Kamogelo Siphiwe	13/01/2025	
10	MABONA, Thandeka Wandile	25/01/2025	
11	MABUSO, Jim Puleng	26/01/2025	
12	MADIHLABA, Phalantena	25/01/2025	
13	MADZINGE, Murendi	08/02/2025	
14	MASHEGO, Faith Tshepo	24/01/2025	
15	MATLHAKA, Itumeleng Gregory	26/01/2025	
16	MATSHA, Makgabo	28/01/2025	
17	MAZIBUKO, Themba	19/01/2025	MMZ
18	MEKGWE, Jabulani Flash	28/01/2025	
19	MHLONGO, Zandile	24/01/2025	
20	MLAKA, Jabulile	25/01/2025	
21	MOETI, Mcdon Mpho	29/01/2025	
22	MOLUPE, Disemelo Desiree	03/02/2025	
23	MONGWE, Thabang Millicent	28/01/2025	
24	MORERWA, Maserule	26/01/2025	MMW.
25	MOTSEPE, Mokgadi	27/01/2025	
26	MUGODO, Zwiitwaho	28/01/2025	
27	MUHANELWA, Ndivhuwo Chief	28/01/2025	
28	MUVHALI, Prudence Takalani	28/01/2025	
29	NEVARI, Edwin	24/01/2025	
30	NGOBENI, Marito	09/01/2025	
31	NGWENYA, Busisiwe	25/01/2025	
32	NOFUMA, Yanga	26/01/2025	
33	RALEPHENYA, Nthabiseng	25/01/2025	



	NAME	DATE	SIGNATURE/COMMEET
34	SHIBURI, Tshikani	27/01/2025	
35	SUKDEV, Mahendra	27/01/2025	
36	Bradley Baloi	24/01/2025	
37	Kagiso Khoele	25/01/2025	
38	Katlego Mangope	24/01/2025	
39	Muxe Nkuna	28/01/2025	
40	Rendani Kharivhe	25/01/2025	KHARIVHE
41	Shaznay Thomspson	25/01/2025	
42	Thabo Maboitshege	28/01/2025	
43	Trinity Khanyile	07/01/2025	
44	Mamello Moeketsi	26/01/2025	
45	Thabiso Mothibe	25/01/2025	TC
46	Kgopotso Monaheng	29/01/2025	
47	Mogau Ramaotswa	28/01/2025	
48	Michelle Makofane	27/01/2025	
49	Mpho Simon Nthoesane	26/01/2025	SN
50	Babalwa Sikhunyana	24/01/2025	



TO : AIMU NOTAM OFFICE
FROM : Mahendra Sukdev
DATE : 11 April 2025

NOTAM INSTRUCTION 02/2025:

1. CAD MESSAGES CONTAINING INCONSISTENT/INCORRECT NOF ASSOCIATED TO AN FIR

Good Day NOF

The screenshot shows a software window titled "Queued NOTAM". The main table has columns for NOF, Ser No, Year, Type, and Ser Type. One row is populated with FAJN, A, 4654, 24, N, and INT. Below this table is another table with columns for FIR, NOTAM Code, Traffic, Purp., Scope, Lower, Upper, Coordinates, and Radius. One row is populated with LPPO, QFP, LC, IV, BO, A, 000, 999, 3745N02541W, and 005. There are dropdown menus for D, E, F, and G, and buttons for Add Remark and Convert.

- The reason for the exorbitant amount of RQN Messages on the CAD NOTAM Q is attributed to the Notam example above.
- The Notam was Processed/Accepted for **LPPO FIR**, however the **NOF is FAJN**.
- The CAD system would then do a **RQN for the MISSING NOTAM NUMBERS for FAJN A SERIES**, although the Notam is for LPPP NOF.
- The **INCORRECT NOF (FAJN)** being associated to the FIR (LPPO) will create this problem.
- During the VALIDATION process on CAD; if you notice this Validation error on any Notam, **where the NOF does not match the FIR, please report it to me**, P: ARO ASAP
- **P:ARO will report to Lee Roy who will make the changes** in the backend so we don't experience this issue over and over again using the TABLE below.



	A	B	C	D
1	No	AD	NOF	
2	1	EDDB	EDDZ	
3	2	EDDC	EDDZ	
4	3	EDDF	EDDZ	
5	4	EDDH	EDDZ	
6	5	EDDK	EDDZ	
7	6	EDDL	EDDZ	
8	7	EDDN	EDDZ	
9	8	EDDP	EDDZ	
10	9	EDDT	EDDZ	
11	10	EDDV	EDDZ	
12	11	EDDW	EDDZ	
13	12	FGBT	LEAN	
14	13	GCCC	LEAN	
15	14	GCFV	LEAN	
16	15	GCGM	LEAN	
17	16	GCHI	LEAN	
18	17	GCRR	LEAN	
19	18	GCTS	LEAN	
20	19	GCXO	LEAN	
21	20	LEAM	LEAN	
22	21	LEAS	LEAN	
23	22	LEBL	LEAN	

- **NOF will DELETE that specific Notam thereafter.**
- If you are unsure, please engage with Themba or Myself.

Thank You.

Please ensure strict compliance.

Any queries/concerns to the above instruction can be directed to AIMU Management.

ATNS/AI/Instructions	Page 2 of 4	11 April 2025
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Kind regards,

A handwritten signature in black ink, appearing to read "Mahendra Sukdev".

Mahendra Sukdev

NB/Please sign in the relevant spaces provided

The instruction must be signed immediately as part of your taking over shift duties. If one is on leave, the instruction should be signed on the 1st day of you returning to work.



	NAME	DATE	SIGNATURE
1	BURTON, Westley	17/04/25	
2	HOWARTH, George	14/04/2025	
3	LETHOBA, Benedictor Montsheng	12/05/25	
4	MABUSO, Jim Puleng	19/04/25	
5	MASHEGO, Faith Tshepo		
6	MATLHAKA, Itumeleng Gregory	14/04/25	
7	MATSHA, Makgabo	12/04/2025	
8	MAZIBUKO, Themba	12/04/2025	
9	MEKGWE, Jabulani Flash	21/04/2025	
10	MHLONGO, Zandile	18/04/2025	
11	MOLUPE, Disemelo Desiree	14/04/2025	
12	MLAKA, Jabulile	11/04/25	
13	MUVHALI, Prudence Takalani	14/04/25	
14	NEVARI, Edwin	REINSTATED	
15	NGOBENI, Marito	27/04/25	
16	SUKDEV, Mahendra	11/04/25	
17	MORERWA, Maserule	24/04/2025	
18	CHULUMANCO, Dali	14/04/2025	
19	DOLONGA, Vuyokazi	REIGNED	
20	KOMAPE, Lebogang	27/04/25	
21	NGWENYA, Busisiwe	15/04/2025	
22	MOTSEPE, Mokgadi	15/04/25	
23	MADZINGE, Murendi	25/05/2025	
24	MUGODO, Zwiitwaho	15/04/25	
25	MABENA, Kamogelo	18/04/25	
26	MADIHLABA, Phalatena	11/04/25	
27	CHABA, Clyve		
28	MOTHIBE, Thabiso	14/04/2025	

Tanya N



TO : AIMU NOTAM OFFICE
FROM : Mahendra Sukdev
DATE : 11 April 2025

NOTAM & DD INSTRUCTION 03/2025:

1. HAND AMDT NOTAM TO SA AIP AND COMPLETING OF GEN 0.5-1

Good Day NOF & DD,

(F0121/24 NOTAMN
Q)FAJA/QOAXX/IV/BO/A/000/999/2351S02927E005
A)FAPP B)2409061525 C)PERM
E)HAND AMEND FAPP RNAV-01 RNAV (GNSS) RWY 05 CHART DATED 18 JUL 2019
AS FLW;
CIRCLING MINIMA TO READ AS FLW; CAT A - 4730 (654), CAT B ~ 4980
(904), CAT C AND D 5210 (1134).)

(F0203/23 NOTAMN
Q)FAJA/QOAXX/IV/BO/A/000/999/2351S02927E005
A)FAPP B)2305301138 C)PERM
E)HAND AMEND FAPP VOR-01 VOR RWY 05 CHART DATED 15 SEP 2016 AS FLW;
PROCEDURE TURN MOCA, REPLACE 5700FT WITH 6800FT
RACETRACK MOCA, REPLACE 5700FT WITH 6800FT,
OCA (H) A AND B, REPLACE 4550 (536) WITH 4560 (550))

- When issuing a HAND AMDT **NOTAM** to the SA AIP; comply to published procedures by stapling the HAND AMDT NOTAM in the appropriate section of the AIP and complete GEN 0.5-1 (*LIST OF HAND AMDT TO THE AIP*).
- When **CANCELLING** the HAND AMDT NOTAM, it is imperative that you go to the appropriate section of the AIP and physically *remove the HAND AMDT NOTAM from the AIP*.
- Also; *scratch out the ENTRY made on the GEN 0.5-1.*
- The last column: "INTRODUCED BY AIP Amendment NR" must only be completed when the AIP AMDT incorporates a new page in the AIP.
NB/No SUPPLEMENT NR must appear in this column.
- If the HAND AMDT NOTAM was incorporated into an AIP SUP and the NOTAM was subsequently cancelled, go to the CHART, REMOVE the stapled NOTAM, scratch out the NOTAM NR that was written on the CHART and *insert the FLW TEXT: "REFER TO HAND AMDT TO CHARTS SUP" on the applicable chart.*

- Do not insert an AIP SUP NR on the GEN 0.5-1 if the HAND AMDT NOTAM was cancelled and incorporated into an AIP SUP.
-

GEN 0.5 LIST OF HAND AMENDMENTS TO THE AIP

AIP page(s) affected	Amendment text	Introduced by AIP Amendment NR
ENR 1.3-20	HAND AMEND (FO0015/24)	3/24
SD 2/10	Hand Amend (FO0016/24)	3/24
ENR 2.2-51	HAND Amend (FO0015/24)	3/24
ENR 1.8-16	Hand Amend (FO0016/24)	3/24
FAPR RNAN-01	Hand Amend (FO0031/24)	5093/24
FAPM RNAN-01	Hand Amend (FO0032/24)	5093/24
CEN 1.2-1	Hand Amend (FO0036/24)	3/24
FAPB RNAN-01	Hand Amend (FO0040/24)	5093/24
FAPB RNAN-01	Hand Amend (FO0041/24)	5093/24
FACNLS RNPWY	Hand Amend (FO0042/24)	
FACI ILS-PWY	Hand Amend (FO0043/24)	5093/24
FAOR ARR-01	Hand Amend (FO0044/24)	3/24
FAPP RNAN-01	Hand Amend (FO0045/24)	5093/24
FAPT Rev 01	Hand Amend (FO0136/24)	5093/24
FASC AD-01	Hand Amend (FO0140/24)	
FACI RAD-01	Hand Amend (FO0154/24)	
FACI AD-01	Hand Amend (FO0155/24)	
FACI LIL-01	Hand Amend (FO0160/24)	
FACI AD-01		
FASS 2LS-01	Hand Amend (FO0237/25)	
FAPP Rev 01	Hand Amend (FO0261/25)	5026/25
FAPP RNAN-01	Hand Amend (FO0264/25)	
FALA ILS-01	Hand Amend (FO0264/25)	
FAOR ARR-01	Hand Amend (FO0264/25)	
FAOR ARR-08	Hand Amend (FO0264/25)	

Thank You.

Please ensure strict compliance.

Any queries/concerns to the above instruction can be directed to AIMU Management.

Kind regards,



Mahendra Sukdev

NB/Please sign in the relevant spaces provided

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	NAME	DATE	SIGNATURE
1	BURTON, Westley	9/04/25	
2	HOWARTH, George	14/04/2025	
3	LETHOBA, Benedictor Montsheng	12/04/25	
4	MABUSO, Jim Puleng	16/04/25	
5	MASHEGO, Faith Tshepo	21/04/25	
6	MATLHAKA, Itumeleng Gregory	14/04/25	
7	MATSHA, Makgabo	12/04/25	
8	MAZIBUKO, Themba	12-04-2025	ATNS
9	MEKGWE, Jabulani Flash	24/04/2025	
10	MHLONGO, Zandile	18/04/25	
11	MOLUPE, Disemelo Desiree	11/04/25	
12	MLAKA, Jabulile	11/04/25	
13	MUVHALI, Prudence Takalani	14/04/25	BM
14	NEVARI, Edwin	REMOVED TO ATS	
15	NGOBENI, Marito	27/04/25	
16	SUKDEV, Mahendra	11/04/25	
17	MORERWA, Maserule	26/04/2025	
18	CHULUMANCO, Dali	14/04/2025	CVS
19	DOLONGA, Vuyokazi	REMOVED	
20	KOMAPE, Lebogang	27/04/25	
21	NGWENYA, Busisiwe	15/04/2025	
22	MOTSEPE, Mokgadi	15/04/25	MOVED TO ATS
23	MADZINGE, Murendi	20/04/2025	
24	MUGODO, Zwiitwaho	15/04/25	Read
25	MABENA, Kamogelo	15/04/25	
26	MADIHLABA, Phalatena	11/04/25	
27	CHABA, Clyve		
28	MOTHIBE, Thabiso	14/04/2025	CD

Yanga N

19/04/25

T. Nefira



TO : AIMU NOTAM OFFICE
FROM : Mahendra Sukdev
DATE : 06 May 2025

NOTAM INSTRUCTION 04/2025:

- 1. UAS, SPORT & RECREATION & OBSTACLE NOTAM CONTAINING GPS COORDINATES AND STORING THESE ISSUED NOTAM ON GOOGLE EARTH FOLDERS**

Good Day NOF

As part of our Agile processes, continuous improvement processes and offering additional Value Added services to our clients, the FLW procedure has been designed.
If you have any suggestions and ideas to improve this process, kindly discuss with me.

Coordinates stored on GOOGLE EARTH:

1. OBSTACLE NOTAM:

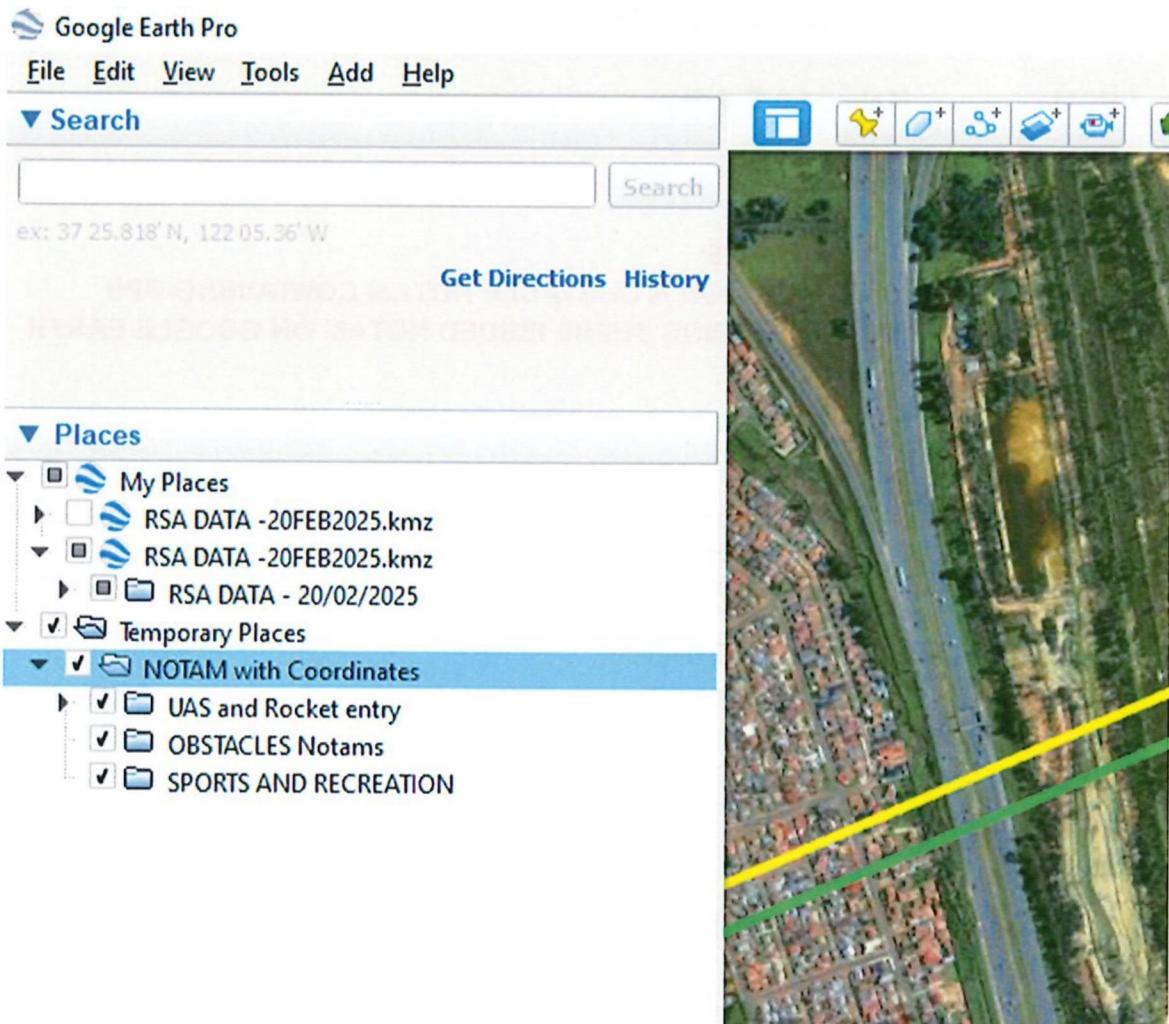
- Crane
- Wind sock, Scarecrows
- Balloon erected
- Blasting

2. UAS and Rocket entry NOTAM

- RPAS, Drones, UAV, ETC....

3. Sports and Recreation NOTAM

- PJE
- Weather balloon/ascent of free balloon
- Flypast/fly-in/air display

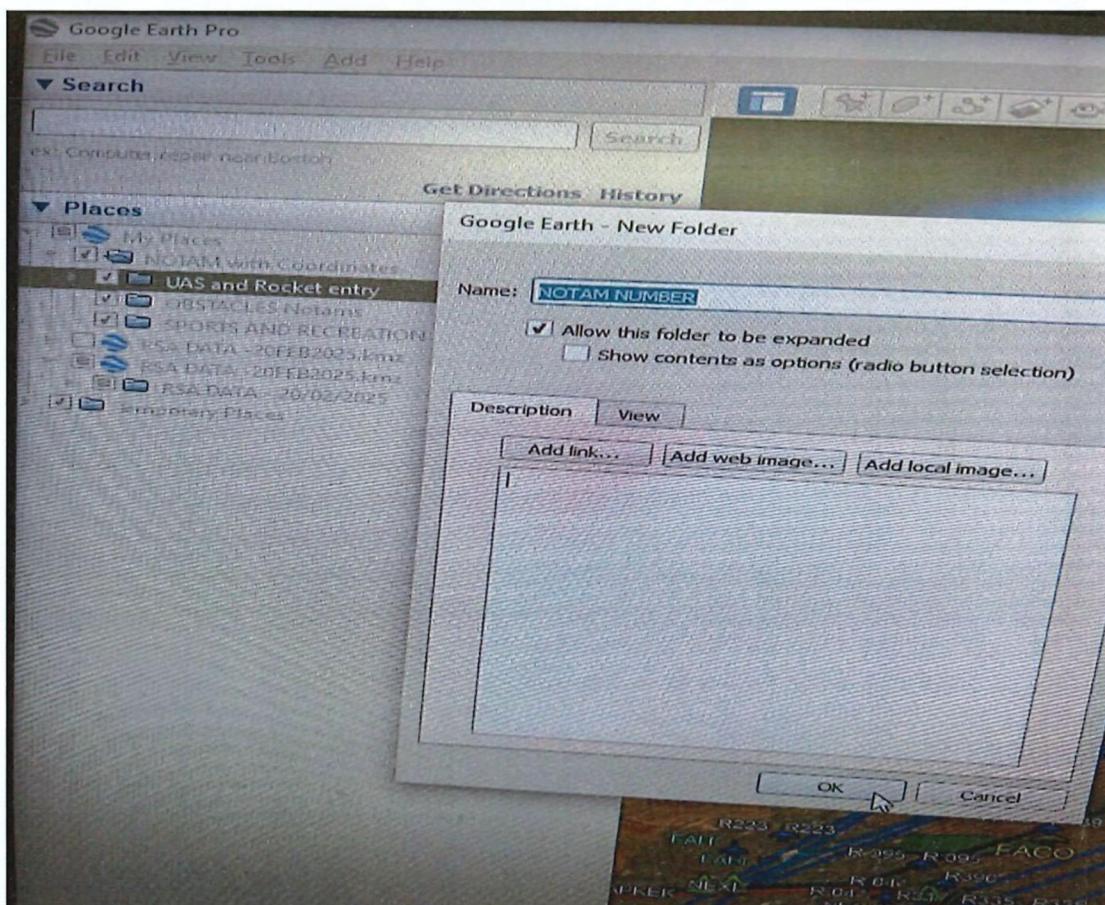


NB/These folders must be created by the NOF on each AIRAC CYCLE as soon as the KMZ FILES are updated.

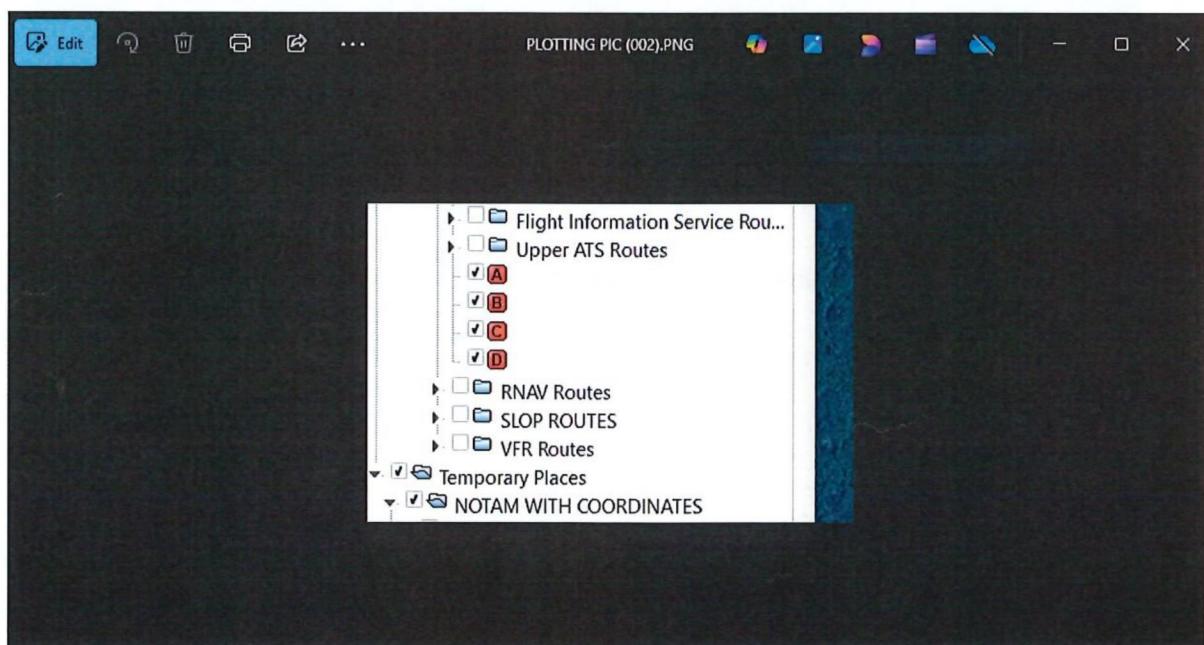
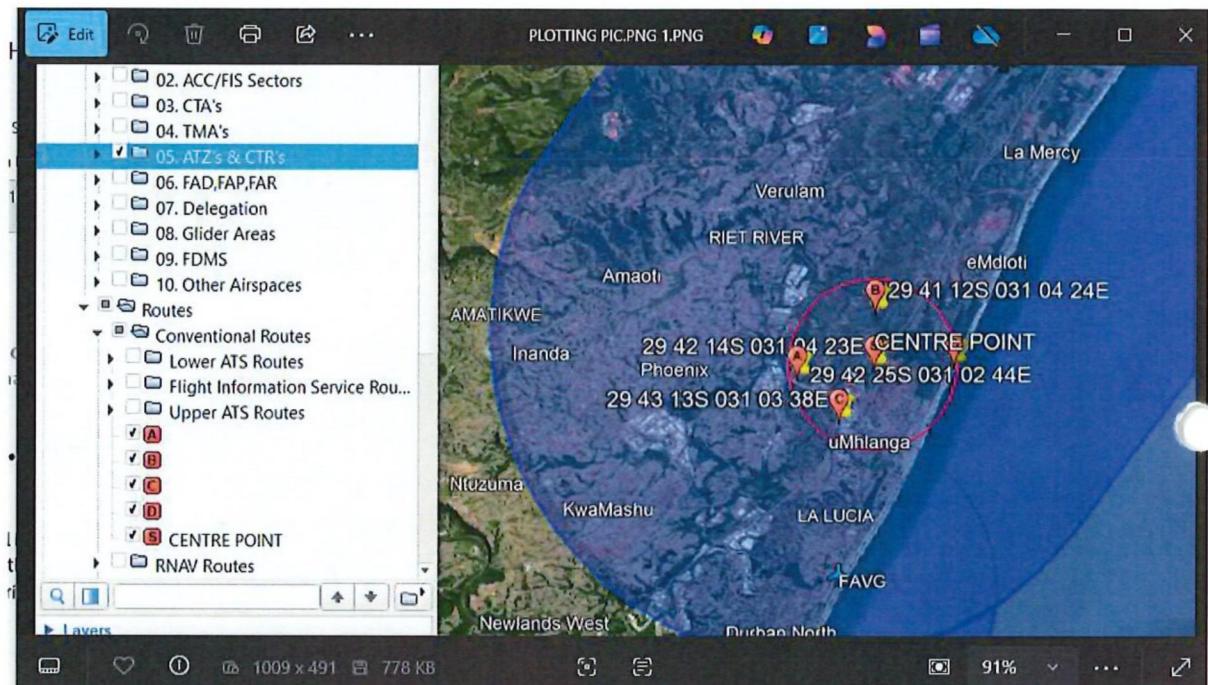
- These must be created under "**Temporary Places**" as indicated above.
- The MAIN FOLDER should be **NOTAM WITH COORDINATES**.
- The SUB FOLDERS should be **UAS AND ROCKET ENTRY & OBSTACLE NOTAMS & SPORTS AND RECREATION**.
- A) When issuing a NOTAM for the above, create a folder under the correct category of the NOTAM (**UAS, OBSTACLES OR Sport and Recreation**).

NB: Folder should be created after plotting all the coordinates and NOTAM is issued.

B) Name the folder as the **NOTAM number**.



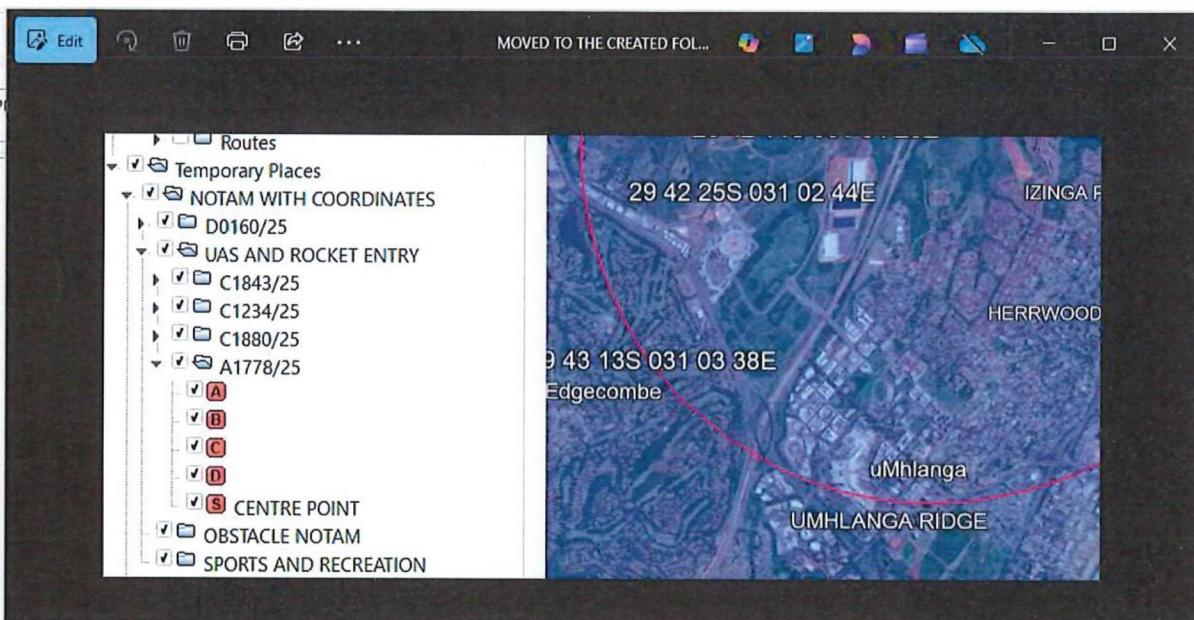
C) Drag all the coordinates into the folder created under the NOTAM number.



Example: GPS Coordinates (A, B, C, D) appear in the "Upper ATS Routes" folder.



These GPS coordinates (**(A, B, C, D)**) must now be dragged from the "**"Upper ATS Routes"** folder to the folder created under the NOTAM number. See below.



NB/IF you are seeing too many NOTAM GPS POINTS on your screen, UNCLICK the previous NOTAM issued on the left hand side task bar.

NB/On AIRAC Cycle Date, the old KMZ file must be emailed to Raoul Bester and Mahendra Sukdev. BOTH NOTAM POSITIONS SHOULD E-MAIL THEIR RESPECTIVE KMZ FILES TO RAOUL & P: ARO. The New KMZ File will now be downloaded and the appropriate folders be created as per instruction above.

Thank You.

Please ensure strict compliance.

Any queries/concerns to the above instruction can be directed to AIMU Management.

Kind regards,

Mahendra Sukdev



NB/Please sign in the relevant spaces provided

The instruction must be signed immediately as part of your taking over shift duties. If one is on leave, the instruction should be signed on the 1st day of you returning to work.

	NAME	DATE	SIGNATURE
1	BURTON, Westley	7 MAY 25	
2	HOWARTH, George	12/05/25	
3	LETHOBA, Benedictor Montsheng	14/05/25	
4	MABUSO, Jim Puleng	19/05/25	
5	MASHEGO, Faith Tshepo	14/05/25	
6	MATLHAKE, Itumeleng Gregory	07/05/2025	
7	MATSHA, Makgabo	08/05/2025	
8	MAZIBUKO, Themba	12-05-2025	ATM
9	MEKGWE, Jabulani Flash	8/05/2025	
10	MHLONGO, Zandile		
11	MOLUPE, Disemelo Desiree	08/05/2025	
12	MLAKA, Jabulile	12/05/2025	
13	MUVHALI, Prudence Takalani	10/05/2025	
14	NEVARI, Edwin	RE MUST CALLING	
15	NGOBENI, Marito	04/06/25	CD.
16	SUKDEV, Mahendra	6/5/25	(P)
17	MORERWA, Maserule	06/05/2025	TAJALI
18	CHULUMANCO, Dali	09/05/2025	CD
19	DOLONGA, Vuyokazi	RE SICKNESS	
20	KOMAPE, Lebogang	06/05/25	AKG
21	NGWENYA, Busisiwe	08/05/25	BP
22	MOTSEPE, Mokgadi	07/07/25	MOTSEPE
23	MADZINGE, Murendi	20/05/2025	
24	MUGODO, Zwiitwaho	RE MUST CALL	
25	MABENA, Kamogelo	13/05/2025	Read.
26	MADIHLABA, Phalatena	06/05/2025	(P)
27	CHABA, Clyve	21/05/2025	Chu
28	MOTHIBE, Thabiso	21/05/2025	(P)

Tanya N

Wes



TO : AIMU NOTAM OFFICE

FROM : Mahendra Sukdev

DATE : 03 June
10 May 2025

NOTAM INSTRUCTION 05/2025:

1. ST HELENA NOTAM PROCEDURES
2. OBSTACLE NOTAM (Cranes, Windfarms, Solarfarms, Cellphone Towers, Weather balloon/ascent of free balloon)
3. DYNAMIC DATA: UPDATING OF DATA ON ANAIS

Good Day NOF

As part of our continuous improvement processes and standardisation of NOTAM being issued: I have requested ST HELENA to comply to the FLW procedure.

1. ST Helena **SHOULD NOT** be requesting NOTAM: "**AD OPEN: ALL SER AVBL.**" If they do, kindly REJECT.
2. The NOTAM must state Which SER are AVBL. In line with ICAO Standards, Different NOTAM for each SER must be issued by the NOF.
3. For ADDN HR OF SER: Different NOTAM for each SER must be issued by the NOF and ST HELENA must provide the frequency in use for TWR and APP.
4. If the AD is CLSD: Issue 1 NOTAM, stating AD CLSD. ***Don't issue multiple NOTAM for each SER that is closed.***

OBSTACLE NOTAM:

1. As per email attached from the SA CAA: NOF does not need approval from SA CAA to issue Obstacle Notam.
2. Upon issuing the Obstacle NOTAM; Please send a copy to the SACAA AIS office for awareness purposes.

UPDATING DATA ON ANAIS:

We have picked up a major loophole relating to the updating of DATA on ANAIS. The ARINC 424 file created by DIS, that is used to update ANAIS, on AIRAC date, only contains updated DATA which has been incorporated into the SA AIP.

This resulted in a major incident on the 15 MAY, where waypoint "UNPOM" was a NEW STAR for FAOR which was effective on the 15 MAY and FPL filed by AIRLINES, were REJECTED due to the "UNKNOWN WAYPOINT" on ANAIS.



As a mitigation; the FLW will procedure will apply:

- All Waypoints, Airport Terminal Waypoints, Navaids, Routes, etc.. that requires ANAIS to be updated must be updated using the latest AIP SUP on AIRAC date.
- CHARTS AIP SUPPS are published with "AERONAUTICAL DATA TABULATION" information (see examples attached); using this INFO, perform a quality check on all published information, as well as insert all NEW INFORMATION onto ANAIS.

NB/IF you cannot find the 'AERONAUTICAL DATA TABULATION' information on the charts, please ask for HELP. If you have challenges with inserting NEW DATA on ANAIS, please ask for HELP. Don't leave things unattended. You are compromising Safety.

Thank You.

Please ensure strict compliance.

Any queries/concerns to the above instruction can be directed to AIMU Management.

Kind regards,

Mahendra Sukdev

NB/Please sign in the relevant spaces provided

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	NAME	DATE	SIGNATURE
1	BURTON, Westley	12/06/25	
2	HOWARTH, George	03/06/25	G
3	LETHOBA, Benedictor Montsheng	07/06/25	
4	MABUSO, Jim Puleng	08/06/25	
5	MASHEGO, Faith Tshepo	25/07/25	
6	MATLHAKA, Itumeleng Gregory	04/06/25	
7	MATSHA, Makgabo	08/06/25	
8	MAZIBUKO, Themba	04 JUNE 2025	ATM2
9	MEKGWE, Jabulani Flash	10 July 2025	MEKGWE
10	MHLONGO, Zandile	09/06/2025	
11	MOLUPE, Disemelo Desiree	05/06/25	
12	MLAKA, Jabulile	04/06/25	MLAKA
13	MUVHALI, Prudence Takalani	07/06/25	PM
14	NEVARKEENIA		
15	NGOBENI, Marito	04/06/25	
16	SUKDEV, Mahendra	31/06/25	
17	MORERWA, Maserule	09/06/2025	
18	CHULUMANCO, Dali	03/06/2025	
19	DOMANGA, Xolisa		
20	KOMAPE, Lebogang	04/06/25	
21	NGWENYA, Busisiwe	05/06/25	
22	MOTSEPE, Mokgadi	07/07/25	MOTSEPE
23	MADZINGE, Murendi	04/06/2025	
24	MUDODA, Zwitshandawu		
25	MABENA, Kamogelo	21/06/2025	
26	MADIHLABA, Phalatena	03/06/2025	
27	CHABA, Clyve	06/06/2025	
28	MOTHIBE, Thabiso	17/06/25	TM.
29	MOEUNA, Vangela		

30 THOMPSON SHAZNAY 17/06/25
Yang'a Nefuna 30/04/25 

Mahendra Sukdev

From: Vusi Nkosi <nkosiv@caa.co.za>
Sent: Wednesday, 21 May 2025 14:33
To: Mahendra Sukdev
Cc: Tshegofatso Pitso; Leonie Venter; JS Notam
Subject: RE: New ATNS NOTAM Request Form

Good day Mr. Sukdev,

I can confirm as stated in the mail from the obstacle section below, that this procedure will apply to all such requests.

Regards

Vusi Nkosi
Inspector AIS
Air Navigation Services
Office: | Cell: 0664702188 | Email: nkosiv@caa.co.za | www.caa.co.za

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TOP EMPLOYER South Africa 2025

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<https://www.caa.co.za/paia-and-privacy/>

From: Mahendra Sukdev <MahendraS@atns.co.za>
Sent: Tuesday, May 20, 2025 12:23 PM
To: Vusi Nkosi <nkosiv@caa.co.za>
Cc: Tshegofatso Pitso <PitsoT@caa.co.za>; Leonie Venter <VenterL@caa.co.za>; JS Notam <jsnotam@atns.co.za>
Subject: FW: New ATNS NOTAM Request Form

"This message was sent from outside of SACAA. Please use caution when opening links and/ or attachments"

Good Day Vusi

Thank You for the information

Can you clarify that all obstacle NOTAM (Wind Farms, Wind Turbines, Cranes, etc..) requested from the NOTAM originators can be processed by the NOTAM office, without it going via your offices for Approval ?

Thank You

Regards,

Mahendra Sukdev

Principal ARO | COO - Air Traffic Services

ATNS Head Office, Bruma, Johannesburg, South Africa

T: +27 11 928 6591

C: +27 72 696 4952 • E: MahendraS@atns.co.za • W: www.atns.com



TRAINAIR PLUS
PLATINUM MEMBER



From: JS Notam <jsnotam@atns.co.za>

Sent: Tuesday, 20 May 2025 12:18

To: Mahendra Sukdev <MahendraS@atns.co.za>

Subject: Fw: New ATNS NOTAM Request Form

JS NOTAM

South African Notam Office | COO - Air Traffic Services

O. R. Tambo International Airport Gate 14, Bonaero Drive, Bonaero Park, Kempton Park, Gauteng, Republic

T: +2711 928 6592 • F: +27 (011) 928 6492 • C:

E: jsnotam@atns.co.za • W: www.atns.com

From: Vusi Nkosi
Sent: Tuesday, May 20, 2025 12:04
To: JS Notam
Cc: Tshegofatso Pitso
Subject: FW: New ATNS NOTAM Request Form

Good day,

Kindly see below for your information.

Regards

Vusi Nkosi
Inspector AIS
Air Navigation Services
Office: | Cell: 0664702188 | Email: nkosiv@caa.co.za | www.caa.co.za

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The advertisement features the South African Civil Aviation Authority (SACAA) logo with the tagline "Keeping you safe in the sky". It highlights the move to a new office park. The new address is effective from 1 June 2025, located at Byls Bridge Office Park, Centurion. It emphasizes easy access via major highways R21, N1, N4 and public transport. The advertisement also includes the "TOP EMPLOYER South Africa 2025" award logo.

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<https://www.caa.co.za/paia-and-privacy/>

From: Simphiwe Masilela <Masilelas@caa.co.za>
Sent: Monday, May 19, 2025 9:35 AM
To: Tshegofatso Pitso <PitsoT@caa.co.za>; Vusi Nkosi <nkosiv@caa.co.za>
Cc: Doris Khoza <KhozaD@caa.co.za>; Lizell Stroh <StrohL@caa.co.za>
Subject: RE: New ATNS NOTAM Request Form

Good day Colleagues,

Yes, the NOTAM can be issued.

As advised by your office, once our oversight is complete, the service provider will need to request the NOTAM through the NOTAM office. Previously, we initiated this process, but since the service has been transferred to service providers, they are now responsible for this initiation.

Kindly note that this procedure will apply to all such requests, as the service provider will hold an approval from the CAA, similar to the example attached.

Regards,

Simphiwe Masilela
Obstacle Inspector
Air Navigation Services
Office: | Cell: [0664357642](tel:0664357642) | Email: Masilelas@caa.co.za | www.caa.co.za

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<https://www.caa.co.za/paia-and-privacy/>

From: Tshegofatso Pitso <PitsoT@caa.co.za>
Sent: Monday, 19 May 2025 09:26
To: Simphiwe Masilela <Masilelas@caa.co.za>; Lizell Stroh <StrohL@caa.co.za>; Doris Khoza <KhozaD@caa.co.za>
Subject: FW: New ATNS NOTAM Request Form

Good Day

Please see the request below and kindly advise if a NOTAM can be issued accordingly.

Regards,

Tshegofatso Pitso
Inspector AIS

Air Navigation Services

Office: | Cell: [063 797 2280](tel:0637972280) | Email: PitsoT@caa.co.za | www.caa.co.za

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From: JS Notam <jsnotam@atns.co.za>

Sent: Monday, 19 May 2025 05:52

To: Vusi Nkosi <nkosiv@caa.co.za>; Vusi Nkosi <nkosiv@caa.co.za>; Tshegofatso Pitso <PitsoT@caa.co.za>;

SACAA AIS <SACAAAIS@atns.co.za>

Cc: phuti@obstacles.co.za

Subject: Fw: New ATNS NOTAM Request Form

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Good day

We received Wind Farm NOTAM request below. Please advise whether to proceed with the issuing of the NOTAM as normally we receive these types of requests from you.

Regards

JS NOTAM

South African Notam Office | COO - Air Traffic Services

J. R. Tambo International Airport Gate 14, Bonaero Drive, Bonaero Park, Kempton Park, Gauteng, Republic

T: +2711 928 6592 • F: +27 (011) 928 6492 • C:
E: jsnotam@atns.co.za • W: www.atns.com

From: atns_website <atns_website@atns.co.za>
Sent: Sunday, May 18, 2025 22:04
To: JS Notam <jsnotam@atns.co.za>; Mahendra Sukdev <MahendraS@atns.co.za>;
macsukdev23@gmail.com <macsukdev23@gmail.com>
Subject: New ATNS NOTAM Request Form

Hi,

A new ATNS NOTAM Request form has been submitted on the ATNS website.

Request Type:
NEW NOTAM REQUEST

Areas affected by NOTAM:

FIR:
FAJS

Location:
Kiemland Wind Farms

Time period NOTAM will be valid:

FROM:

Date: 2025-05-18

Times in UTC: 2000

To:

Date:

2026-05-18

Times in UTC:

End Of Validity Qualifier:

ESTIMATED

Is NOTAM only valid during a certain time period?

0400-2000

Plain Language NOTAM information:

Wind Measurement Mast at Riemland Wind Farms. Riemland Wind Farm 1 (27°33'57.55"S 28°3'22.78"E);Riemland Wind Farm 2(27°29'27.93"S 28° 4'2.62"E);Riemland Wind Farm 3(27°31'58.64"S27°55'45.82"E); and Riemland Wind Farm 4(27°21'3.18"S27°54'59.84"E)

Does the NOTAM affect any airspace?

Lower limit:

Upper limit:

NOTAM originator

Name of person requesting NOTAM:

phut

Contact Telephone Number:

0763586194

Email address:

phuti@obstacles.co.za

Date NOTAM is requested:

2025-05-18

Time NOTAM is requested:

2004

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**JOHANNESBURG
(OR TAMBO INTERNATIONAL)
RNAV (GNSS) RWY 21L
AVAGO 1D**

**AERONAUTICAL
DATA
TABULATION**

RNAV (GNSS) STANDARD ARRIVAL CHART FROM AVAGO TO FAOR RWY 21L

Serial Number	Path Descriptor	Waypoint Identifier	Latitude	Longitude	Flyover	Turn Direction	Course °M(°T)	Distance (NM)	Altitude (FT)	Speed (KT IAS)	VPA/TCH	Magnetic Variation (°W)	Navigation Specification
10	IF	AVAGO	25°43'09.9000" S	027°26'39.3600" E	Y	-	-	-	+FL110	250	-	19.91	RNAV 1
20	TF	OR364	25°53'42.5153" S	027°45'30.5957" E	-	-	141 (121.8)	20.00	+FL110	250	-	19.91	RNAV 1
30	TF	OR365	26°04'07.7200" S	028°04'16.2800" E	-	-	141 (121.6)	19.84	+8000	250	-	19.91	RNAV 1
40	TF	OR366	25°57'20.1900" S	028°06'21.0200" E	-	-	035 (051.5)	7.03	+8000	210	-	19.91	RNAV 1
50	FM	-	-	-	-	-	035 (051.5)	-	+8000	210	-	19.91	RNAV 1

RNAV (GNSS) STANDARD ARRIVAL CHART FROM AVAGO TO FAOR RWY 21L
(Communication Failure Squawk 7600)

Serial Number	Path Descriptor	Waypoint Identifier	Latitude	Longitude	Flyover	Turn Direction	Course °M(°T)	Distance (NM)	Altitude (FT)	Speed (KT IAS)	VPA/TCH	Magnetic Variation (°W)	Navigation Specification
10	IF	AVAGO	25°43'09.9000" S	027°26'39.3600" E	Y	-	-	-	+FL110	250	-	19.91	RNAV 1
20	TF	OR364	25°53'42.5153" S	027°45'30.5957" E	-	-	141 (121.8)	20.00	+FL110	250	-	19.91	RNAV 1
30	TF	OR365	26°04'07.7200" S	028°04'16.2600" E	-	-	141 (121.6)	19.84	+8000	250	-	19.91	RNAV 1
40	TF	OR366	25°57'20.1900" S	028°06'21.0200" E	-	-	035 (051.5)	7.03	+8000	210	-	19.91	RNAV 1
50	TF	UVLOG	25°53'18.6400" S	028°11'19.6100" E	-	-	068 (048.2)	6.02	+8000	210	-	19.91	RNAV 1

*RNAV 1 REQUIRED

RNAV HOLDING			
FACILITY	INBOUND TRACK	MIN/MAX FL	TYPE
AVAGO 25°43'09.9000" S 027°26'39.3600" E	141°M/321°M (121.8°T / 301.8°T)	FL280 FL110	Right hand racecourse pattern. 1 Minute 30 seconds, MAX 250KT IAS.

CHANGE: Maintenance (Waypoints: OR364, OR365, OR366),
Hold direction, ARP Elevation).

EFF: 17 APR 25

AERONAUTICAL
DATA
TABULATION

GEORGE
(FAGG)
ILS Z RWY 11
CAT A - D

ILS INSTRUMENT APPROACH TO FAGG RWY 11								
Waypoint Identifier	LATITUDE	LONGITUDE	Fix	Course °M	Distance (NM)	Altitude (FT)	Magnetic Variation (°W)	Navigation Specification
20.0 DME/GEI	-	-	-	-	20.00	+5500	28.07	VOR/DME REQUIRED
5.9 DME/GEI	34°00'34.1491"S	22°15'06.0876"E	FAP	116°	14.12	+2500	28.07	VOR/DME REQUIRED
LTP/FTP	34°00'21.3032"S	22°21'59.0169"E	RW11	R296	5.73	@677	28.07	VOR/DME REQUIRED
GP GEI	34°00'24.8259"S	22°22'10.8763"E	GP	-	-	-	28.07	VOR/DME REQUIRED
GRV	34°00'26.4581"S	22°22'33.4617"E	VOR/DME	-	-	-	28.07	VOR/DME REQUIRED
LOC GEI	34°00'18.4507"S	22°23'29.0614"E	LOC	-	-	2225	28.07	VOR/DME REQUIRED
10.0 DME/GRV	-	-	MATF	R116	15.34	+6000	28.07	VOR/DME REQUIRED

ILS HOLDING			
FACILITY	INBOUND OUTBOUND TRACK	MAX/MIN FL	FACILITY
GRV VOR/DME 34°00'26.4581"S 22°22'33.4617"E	116°M (087.9°T) / R296 (267.9°T)	FL110 6000'	Right hand racecourse pattern. 1 min OUBD. MAX 230KT IAS.

CHANGING PROCEDURE Maintenance

EFF: 15 MAY 25

SOUTH AFRICAN



CIVIL AVIATION AUTHORITY

ILS-01A

ACSP: ATNS

**AERONAUTICAL
 DATA
 TABULATION**

RNAV (GNSS) ARRIVAL CHART FROM NIBEX TO FAOR RWY 21L

Serial Number	Path Descriptor	Waypoint Identifier	Latitude	Longitude	Flyover	Turn Direction	Course °M(°T)	Distance (NM)	Altitude (FT)	Speed (KT IAS)	VPA/TCH	Magnetic Variation (°W)	Navigation Specification
10	IF	NIBEX	26°49'25.5600"S	027°40'13.4100"E	-	-	-	-	+FL110	250	-	19.91	RNAV 1
20	TF	OR386	26°32'41.1735"S	027°54'21.7451"E	-	-	058 (037.2)	20.95	+FL110	250	-	19.91	RNAV 1
30	TF	OR387	26°21'40.9700"S	028°03'36.4800"E	-	-	057 (037.1)	13.76	+8000	210	-	19.91	RNAV 1
40	TF	OR388	26°07'04.4034"S	028°07'55.4391"E	-	L	034 (013.8)	15.00	+8000	210	-	19.91	RNAV 1
50	TF	UVLOG	25°53'18.6400"S	028°11'19.6100"E	-	-	034 (013.8)	14.13	+8000	210	-	19.91	RNAV 1

*RNAV 1 REQUIRED

RNAV HOLDING			
FACILITY	INBOUND/OUTBOUND TRACK	MIN/MAX FL	TYPE
NIBEX 26°49'25.5600"S 027°40'13.4100"E	058° M / 238° T (037.2°T / 217.2°T)	FL280 FL110	Right hand racecourse pattern. 1 Minute 30 Seconds OUBD. MAX 250KT IAS.

**AERONAUTICAL
DATA
TABULATION**

RNAV (GNSS) ARRIVAL CHART FROM NIBEX TO FAOR RWY 03R

Serial Number	Path Descriptor	Waypoint Identifier	Latitude	Longitude	Flyover	Turn Direction	Course °M(°T)	Distance (NM)	Altitude (FT)	Speed (KT IAS)	VPA/TCH	Magnetic Variation (°W)	Navigation Specification
10	IF	NIBEX	26°49'25.5600" S	027°40'13.4100" E	Y	-	-	-	+FL110	250	-	19.91	RNAV 1
20	TF	OR377	26°34'28.8280" S	027°44'25.7511" E	-	-	035 (014.2)	15.37	+FL110	250	-	19.91	RNAV 1
30	TF	VEKOP	26°36'45.8000" S	027°54'30.9200" E	-	R	124 (104.2)	9.32	+FL110	250	-	19.91	RNAV 1

*RNAV 1 REQUIRED

RNAV HOLDING			
FACILITY	INBOUND/OUTBOUND TRACK	MIN/MAX FL	TYPE
NIBEX 26°49'25.5600" S 027°40'13.4100" E	035°M / 215°M (014.2°T / 194.2°T)	FL280 FL110	Right hand racecourse pattern. 1 Minute 30 seconds OUBD. MAX 250KT IAS.



ILS INSTRUMENT APPROACH TO FAEL RWY 11								
Waypoint Identifier	LATITUDE	LONGITUDE	Fix	Course °M	Distance (NM)	Altitude (FT)	Magnetic Variation (°W)	Navigation Specification
10.8 DME/ELV	-	-	-	-	-	+3000	29.72	VOR/DME REQUIRED
5.0 DME/BSI	33°02'53.8000"S	027°43'06.2400"E	FAP	112°	4.95	+2000	29.72	VOR/DME REQUIRED
ELV	33°02'13.1614"S	027°49'23.3594"E	VOR/DME	-	-	-	29.72	VOR/DME REQUIRED
LOC BSI	33°02'03.8668"S	027°50'07.8489"E	LOC	-	-	-	29.72	VOR/DME REQUIRED
GP BSI	33°02'08.5088"S	027°48'55.7484"E	GP	-	-	-	29.72	VOR/DME REQUIRED
DME BSI	33°02'08.5225"S	027°48'55.7150"E	DME	-	-	-	29.72	VOR/DME REQUIRED
7.4 DME/ELV	-	-	MATF	R112	7.41	-	29.72	VOR/DME REQUIRED

ILS HOLDING			
FACILITY	INBOUND OUTBOUND TRACK	MAX/MIN FL	FACILITY
ELV VOR/DME 33°02'13.1614"S 027°49'23.3594"E	112°M (082.7°T)/ 292°M (262.7°T)	FL085 4500'	Right hand racecourse pattern. 1 min OUBD. MAX 220KT IAS.

4

Q

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Q



TO : AIMU POOL
FROM : Mahendra Sukdev
DATE : 20 June 2025

FPL INSTRUCTION 06/2025:

1. RPAS AND BVLOS OPERATIONS pertaining to FILING of a FPL

Good Day AIMO's

BVLOS operations refer to "Beyond Visual Line of Sight" operations in the context of unmanned aerial vehicles (UAVs) or drones.

Definition:

BVLOS means flying a drone outside the direct visual range of the remote pilot. Unlike VLOS (Visual Line of Sight), where the operator must be able to see the drone without binoculars or camera feeds, BVLOS allows the drone to be flown using onboard sensors, GPS, and/or other technologies.

As per the attached **AIC D005/2017: FILING OF FLIGHT PLANS FOR REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS) : PG 2 C) FIELD 8 (FLIGHT RULES)** : A pilot must indicate FLIGHT RULES as "I" (IFR) when flying BVLOS operations.

When receiving a RPAS FPL, that has flight RULES "IFR", the pilot must indicate in FIELD "18" RMK/BVLOS; if they don't, REJECT the FPL requesting them to confirm if the flight is BVLOS in Field 18 of the FPL.

The Level in FIELD 15 for **IFR flight rules** (BVLOS Flights) must be indicated as Altitude, if the RPAS does not reach the Transition Altitude. (**Altitudes like A004 OR A010 is acceptable**).

FL should only be used when the pilot is climbing through a Transition Altitude and thus flying at a Flight Level.

If the pilot provides a FL, check the Transition Altitude of the Area (SA AIP ENR 1.7.2, 1.7.3 and 1.7.4) and if you ascertain that the Flight level provided is below the Transition Altitude for that area, kindly DELETE the FPL, advising the pilot that it should be an **ALTITUDE and not FL**.

NB/The attached AIC D005/2017 (RPAS Flight Planning) is being amended to reflect the above changes.



Please ensure strict compliance.

Any queries/concerns to the above instruction can be directed to AIMU Management.

Kind regards,

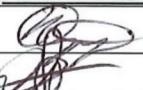
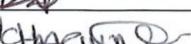
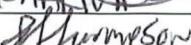
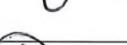
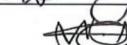
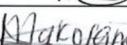
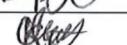
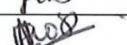
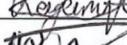
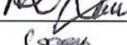
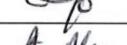
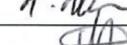
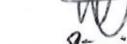
A handwritten signature in black ink, appearing to read "Mahendra Sukdev".

Mahendra Sukdev

NB/Please sign in the relevant spaces provided

The instruction must be signed immediately as part of your taking over shift duties. If one is on leave, the instruction should be signed on the 1st day of you returning to work.

	NAME	DATE	SIGNATURE/COMMENT
1	BURTON, Westley	23 JULY 25	
2	CHABA, Clyve Madimetja	02/07/2025	
3	DALI, Chulumanco	24/06/2025	
4	HOWARTH, George	21/10/2025	
5	KOMAPE, Lebogang Lekuka	27/06/2025	
6	KRUGER, Nishaat	25/06/2025	
7	LETHOBA, Benedicto Montsheng	24/06/2025	
8	MABENA, Kamogelo Siphiwe	21 - 06 - 2025	
9	MABONA, Thandeka Wandile	01/01/2025	
10	MABUSO, Jim Puleng	09/07/25	
11	MADIHLABA, Phalantena	22/07/25	
12	MADZINGE, Murendi	04/07/2025	
13	MASHEGO, Faith Tshepo	21/07/2025	
14	MATLHAKE, Itumeleng Gregory	23/06/25	
15	MATSHA, Makgabo	21-06-2025	
16	MAZIBUKO, Themba	21-06-2025	ATM ✓
17	MEKGWE, Jabulani Flash	01/07/2025	
18	MHLONGO, Zandile	01/07/2025	
19	MLAKA, Jabulile	04/06/25	
20	MOETI, Mcdon Mpho	1/06/25	
21	MOLUPE, Disemelo Desiree	23/06/25	JLm
22	MORERWA, Maserule	22/06/2025	MM
23	MOTSEPE, Mokgadi	01/01/2025	MM
24	MUHANELWA, Ndivhuwo Chief	01/11/2025	
25	MUVHALI, Prudence Takalani	20/06/2025	BM
26	NGOBENI, Marito	09/07/2025	CR
27	NGWENYA, Busisiwe	22/06/2025	BB
28	NOFUMA, Yanga	30/06/25	
29	RALEPHENYA, Nthabiseng	07/07/25	
30	SHIBURI, Tshikani	21/10/25	T
31	SUKDEV, Mahendra	10/06/2025	
32	Bradley Baloi	01/07/2025	
33	Kagiso Khoele	20/06/2025	

	NAME	DATE	SIGNATURE/COMMEMT
34	Katlego Mangope	24/06/2025	
35	Muxe Nkuna	24/06/2025	
36	Rendani Khariyhe	20/06/2025	
37	Shaznay Thompson	07/07/2025	
38	Thabo Mabotshenge	21/06/2025	
39	Trinity Khanyile	04/07/2025	
40	Mamello Moeketsi	21/06/2025	
41	Thabiso Mothibe	09/07/2025	
42	Kgopotso Monaheng	10/11/2025	
43	Mogau Ramaotswa	23/06/2025	
44	Michelle Makofane	25/06/2025	
45	Mpho Simon Nthoesane	21/06/2025	
46	Babalwa Sikhunya	20/06/2025	
47	Vincent Monyane	02/07/2025	
48	Edith Nkosi	21/06/21	
49	Clement Raganya	24/06/2025	
50	Noluthando Dlamini	23/06/2025	
51	Sithembiso Goqo	20/06/2025	
52	Amohelang Mahlophe	26/08/2025	
53	Tendani Motshilene	20/06/2025	
54	SIBIYA LERATO	21/06/2025	
55	SIBEKA BUSI	21/06/2025	
56	ZwiliTwatto Mugoo	08/10/2025	

 SOUTH AFRICAN CIVIL AVIATION AUTHORITY	REPUBLIC OF SOUTH AFRICA CIVIL AVIATION AUTHORITY AERONAUTICAL INFORMATION CIRCULAR	CAA Private Bag x73 Halfway House 1685
Tel: (011) 545-1000 Fax: (011) 545-1465 E-Mail: mail@caa.co.za		AIC Series D 005/2017 02 MAR 2017

AIR NAVIGATION SERVICES

FLIGHT PLANNING

FILING OF FLIGHT PLANS FOR REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)

INTRODUCTION

The purpose of this Aeronautical Information Circular (AIC) is to inform users and the industry of the recommendations that have been formulated by the South African Civil Aviation Authority (SACAA) in conjunction with the Air Traffic and Navigation Services Company (ATNS) in the absence of any Standard Recommendations or Procedures/ Practices (SARPS), offered by the International Civil Aviation Organisation (ICAO).

It is important to note that all RPAS Operators wishing to conduct flights inside controlled airspace must follow these procedures:

1. Complete a Flexible Use of Airspace (FUA) application form with the ATNS Central Airspace Management Unit (CAMU). This link can be found on the ATNS website. www.atns.co.za select "Flexible Use of Airspace" icon.
2. Must file a Flight Plan (FPL) with The Aeronautical Information Management Unit (AIMU) on the Internet Briefing Service – (File2Fly – <https://file2fly.atns.co.za/aes/login.jsp>). The Flight Plan must state the CAMU reference number in Field 18. The FPL may be filed up to 5 x days before the proposed flight. This link can also be accessed via the ATNS website.
3. The RPAS Pilot must discuss the intended operation (as per FPL filed) with the relevant Air Traffic Services Unit (ATSU) prior to flight. This can be done by contacting via telephone, the relevant Pool Manager, Officer in Charge, Tower Controller or Ground Controller of the relevant ATSU.
4. All RPAS Operators wishing to fly outside the ambit of Part 101 of the Civil Aviation Regulations, 2011 (e.g. requesting to fly higher than the permitted 400ft AGL in uncontrolled airspace), must complete an FUA application form with the CAMU and await authorization to do so. This authorization takes approximately 48 hours. This will be granted on submission of a valid ROC and Operations Specification (OPS SPEC), displaying approval for the requested operations.
5. All other RPAS flights operating within the ambit of Part 101, must contact either the AIMU or the CAMU – except for local RPAS flights.

With the advent of the continued development and expansion of RPAS, combined with a growing number of RPAS Operators conducting RPAS flights inside controlled airspace, and in order to standardize the filing of RPAS Flight Plans, please be advised of the following when filing an RPAS Flight Plan:

The ICAO Flight Planning formatting process will be complied with thus ensuring seamless processing and management of the FPL information. The following guidelines should be used for the filing of RPAS Flight Plans:

THE RPAS FLIGHT PLAN

- A) **FIELD 7 (AIRCRAFT IDENTIFICATION)** – insert the RPAS's registration, e.g. ZTABC;
- B) **FIELD 8 (FLIGHT RULES)** – Insert 'V' for all RPAS flights which will be flown at a VFR height AGL, OR
- C) **FIELD 8 (FLIGHT RULES)** – Insert 'I' for all flights which will be flying Beyond Visual Line of Sight (BVLOS) or those RPAS flights which will be climbing through a Transition Altitude and thus flying at a Flight Level. All these flights (BVLOS) will be considered to be flying under IFR and will therefore select IFR Flight Levels according to the Semi-circular Rule;
- D) **TYPE OF FLIGHT** – Insert 'X'. Follow this by inserting in Field 18 – STS/ATFMX (this will indicate it is an RPAS flight);
- E) **FIELD 9 (NUMBER)** – insert '01' (or the number of RPAS's involved);
- F) **TYPE OF AIRCRAFT** – insert 'ZZZZ'. Follow this by inserting in Field 18 – TYP/ multi-rotor or aeroplane or helicopter;
- G) **WAKE TURBULENCE CATEGORY** – Insert 'L' (This means it is a light aircraft);
- H) **FIELD 10 (EQUIPMENT)** – insert a 'V' (VHF Radio – this is compulsory equipment in controlled airspace). Next to the 'V' place a 'Z' (GPS). Then, after the forward slash, insert your transponder equipment such as 'N' (nil), 'C' (mode C) or 'S' (mode S) – 'C' or 'S' are compulsory in controlled airspace, except if exemption has been obtained from the Director of Civil Aviation, the CAMU or the relevant ATSU. When specifying 'Z' (GPS) in this Field, follow this by inserting in Field 18, NAV/ GPS;
- I) **FIELD 13 (DEPARTURE AERODROME)** – Insert ICAO aerodrome designator. If operating from a non-ICAO designated aerodrome, insert 'ZZZZ'. Follow this by inserting in Field 18 – e.g. DEP/Brakpan Mall XXXXS and XXXXXE (e.g.; coordinates S & E – e.g. 2503S 02659E - no seconds required);
- J) **TIME** – simply fill in your estimated time of departure (ETD) in UTC, e.g. 0730;
- K) **FIELD 15 (CRUISING SPEED)** – insert the RPAS cruising speed in knots – e.g. 'N0025';
- L) **LEVEL** – insert 'VFR' if flying 'V' or insert a Flight Level, e.g. 'F090' if flying 'I' and ensure this Flight Level complies with the semi-circular rule; Should you utilize 'VFR' in this Field, indicate in Field 18, VFR level/height/altitude – e.g. VFR/400FT AGL.
- M) **ROUTE** – the following is an example for a VFR flight conducting a film shoot over Checkers at the Brakpan Mall, e.g. 'DCT 2503S02659E (Latitude and Longitude – no seconds required) OR define a 'filming box' by plotting four sets of coordinates overhead the Checkers precinct. (eg. DCT 2356S 01835E 2352S 01846E 2354S 01819E DCT. This could be a box measuring 300 square meters and will indicate that you will remain inside that box at all times.
- N) **FIELD 16 (DESTINATION AERODROME)** – Insert ICAO aerodrome designator. If operating from a non ICAO designated aerodrome, insert 'ZZZZ'. Follow this by inserting in FIELD 18 – DEST/ BrakpanMall 2503S 02659E XXXXS and XXXXXE degrees south and east – no seconds required, (this would probably be the same point you departed from);
- O) **TOTAL EET** – simply insert the total estimated flying time of the operation, e.g. '0035';
- P) **ALTERNATE AERODROME** – one can leave this box blank or if flying IFR (BVLOS) simply insert 'EN ROUTE';
- Q) **FIELD 18 (OTHER INFORMATION)** – this Field is used to do all the explaining of the items unexplained above, e.g. all the ZZZZ's, the routing, etc., e.g. STS/ATFMX (space) TYP/multirotor (space) NAV/ GPS (space) DEP/Brakpan Mall xxxxx Exxxx S (space) VFR/100FT AGL (space) DEST/BrakpanMallxxxxS xxxxE (space) OPR/RPAS FLIGHT 0725552345 (space) RMK/SARNIL;

7

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C

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R) **FIELD 19 ENDURANCE** – insert the RPAS flying endurance (this is usually the battery endurance).

S) **AIRCRAFT COLOUR AND MARKINGS** – self-explanatory

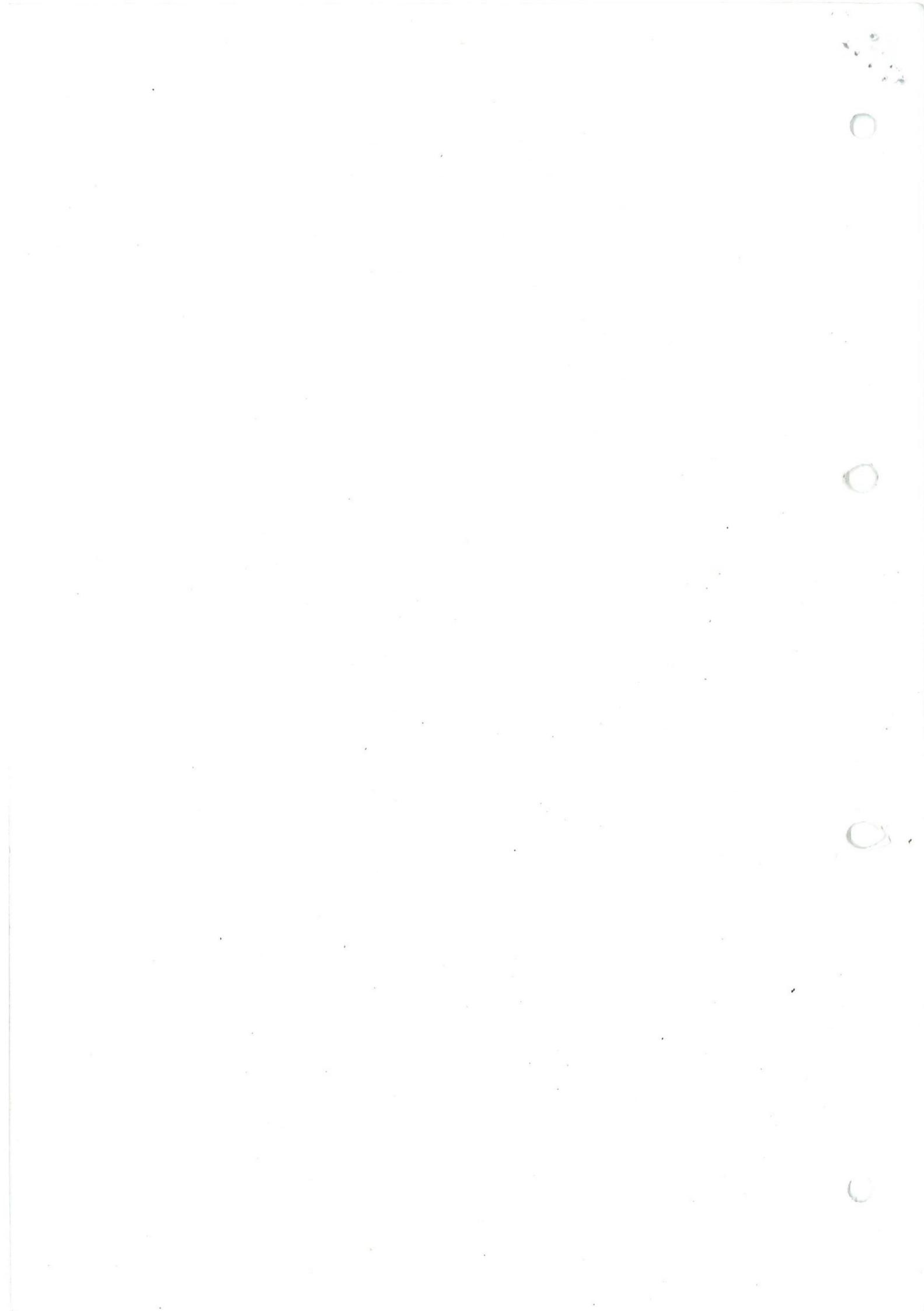
T) **PILOT IN COMMAND** – self-explanatory.

Flight Planning queries can be directed to: AIMU File2Fly Helpdesk – 011-928 6423

Flexible Use of Airspace (FUA) queries can be directed to CAMU – 011-928 6433.



DIRECTOR OF CIVIL AVIATION



	NAME	DATE	SIGNATURE/COMMEMT
17	MADZINGE, Murendi	26/04	
18	MAKOFANE, Michelle	27/03/2025	
19	MANGOPE, Katlego	27/03/2025	
20	MASHEGO, Faith Tshepo	21/04/28	
21	MATLHAKE, Itumeleng Gregory	05/04/28	
22	MATSHA, Makgabo	12/04/25	
23	MAZIBUKO, Themba	04-04-2025	
24	MEKGWE, Jabulani Flash	25/03/2028	
25	MHLONGO, Zandile	28/04/2028	
26	MLAKA, Jabulile	26/03/2023	
27	MOEKETSI, Mamello	13/05/25	Read
28	MOETI, Mcdon Mpho	26/03/2025	
29	MOLUPE, Disemelo Desiree	04/04/25	
30	MONAHENG, Kgopotso	27/03/2028	
31	MONGWE, Thabang Millicent	REMOVED	
32	MONYANE, Vincent	07/04/2025	
33	MORERWA, Maserule	28/03/2025	
34	MOTHIBE, Thabiso	11/04/2028	
35	MOTSEPE, Mokgadi	11/04/23	
36	MUGODO, Zwiitwaho	13/04/25	
37	MUHANELWA, Ndivhuwo Chief	03/03/2025	
38	MUVHALI, Prudence Takalani	28/03/2025	
39	NETSHILEMA, Tendani	27/03/2028	
40	NEVARI, Edwin	27/03/2025	
41	NGOBENI, Marito	27/04/2028	
42	NGWENYA, Busisiwe	07-04-2025	
43	NKUNA, Muxe	05/13/2025	
44	NOFUMA, Yanga	08/03/2025	
45	NTHOESANE, Mpho	08/04/2025	
46	RALEPHENYA, Nthabiseng	07/07/2028	
47	RAMAOTSWA, Mogau	28/03/2025	
48	SIBEKO, Busi	28/03/2025	
49	SIBIYA, Lerato	13/05/2025	



	NAME	DATE	SIGNATURE/COMMEMT
50	SIKHUNYANA, Babalwa	02/04/2025	
51	SHIBURI, Tshikani	04/05/2025	
52	SUKDEV, Mahendra	26/03/2025	
53	THOMPSON, Shaznay	04/04/2025	

Name of meeting : AIMU Pool Meeting
Department : AIMU
Date of Meeting : 24 July 2024

ATTENDEES

	Name	Abbr.	Designation	Present	Apology	Absent
1	M Moeti	Mcdon	Principal: ATN	x		
2	M Sukdev	MS	Principal: ARO		x	
3	B Lethoba	BH	AIM officer	x		
4	T Mazibuko	TMA	AIM officer	x		
5	W Burton	WB	AIM officer	x		
6	L Ngobese	MNG	AIM officer			x
7	M Makgato	MM	AIM officer			x
8	I Matlhake	IM	AIM officer	x		
9	M Matsha	MMAT	AIM officer	x		
10	D Molupe	DM	AIM officer	x		
11	F Mashego	FM	AIM officer	x		
12	J Mekgwe	JM	AIM officer	x		
13	P Muvhali	PTM	AIM officer	x		
14	E Nevari	EAN	AIM officer			x
15	MW Ngobeni	MWN	AIM officer			x
16	JP Mabuso	JPM	AIM officer	x		
17	G Motsepe	GMM	AIM officer			x
18	Y Nofuma	YR	AIM officer	x		
19	K Mabena	KM	AIM officer			x



20	J Mlaka	JML	AIM officer	x		
21	Z Mhlongo	ZM	AIM officer	x		
22	C. Chaba	CM	AIM officer	x		
23	GJ. Howarth	GJH	AIM officer	x		
24	LM Moloi	LMM	AIM officer			x
25	C Dali	CD	AIM officer	x		
26	NV Dolonga	NVS	AIM officer	x		
27	M Morerwa	MM	AIM officer	x		
28	N Kruger	NK	AIM officer	x		
29	M Madzinge	MM	AIM officer			x
30	T Mongwe	TM	AIM officer			x
31	L Komape	LK	AIM officer			x
32	T Shiburi	TS	AIM officer			x
33	BS Ngwenya	BSN	AIM officer	x		
34	Z Mugodo	ZM	AIM officer			x
35	NL Dlaba-Ndlebe	NL	Administrator	x		
36	M Makhadi	MN	AIM officer			x
37	TW Mabona	TWM	AIM officer			x
38	NR Ralephanya	NRR	AIM officer		x	
39	PM Madihlaba	PMM	AIM officer		x	
40	T Khanyile	TK	AIM officer			x
41	M Kuna	MK	AIM officer			x
42	R Kharivhe	RK	AIM officer		x	
43	B Baloi	BB	AIM officer		x	
44	S Thompson	ST	AIM officer		x	
45	T Maboitshege	TM	AIM officer		x	
46	K Khoele	KK	AIM officer			x
47	K Mangope	KM	AIM officer			x



Name of meeting : AIMU Pool Meeting
Department : AIMU
Date of Meeting : 24 July 2024

No:	Item	Responsible Person	Date
1.	Welcome PM welcomed all to the meeting.	Mcdon	
2.	Attendance 2.1 Attendance registers as attached. 2.2 Apologies noted: Mahendra & Nthabiseng	Ncebakazi	
3	Approval of Agenda 3.1 Agenda was approved by all		
4.	Confirmation of the Minutes 4.1 Minutes were published on the Memo file for all to access	Mcdon	
5	Matters Arising 5.1.1 No new matters arising from previous meeting.		
6.	Standing Items No standing items	Mcdon	
6.1	Values Moment – Diversity At ATNS we have different cultures and races. A big thank you to the team within the Unit for continued respect for one another and acceptance of our differences, there has never been an incident where we had to deal with bad behaviour or treatment due to the differences we have. A respectful work environment is beneficial to our mental health thus we should continue upholding this value as a unit for continued safe working space.	Mcdon	
6.2	SAFETY Tshikani and Nthabiseng are part of the Safety Committee at the OR Centre. This is to ensure that all the safety issues that arise at AIM are attended to and dealt with promptly. All safety matters or concerns within the unit are to be reported to the two employees that are in the committee.	Mcdon	
6.3	OHAS We had to temporarily move to the TTDS as there was an unbearable smell that surged the whole centre. It was coming from the pipes and plants due to maintenance and cleaning that took place at the basement. The issue was soon resolved after cleaning. It is important to occasionally change settings on the Aircon to help	Mcdon	



	with clean air circulation to prevent any unpleasant smells that can cause health problems.		
6.4	QMS An email has been sent to staff members to attend the QMS training online with all the steps to log in and access the training. It is important that we all comply with QMS and ensure that our certificates are up to date and renewed every year. A list of names with QMS expiry date will be placed up in the office for all employees to access and keep track of when their certificates expire.	Mcdon	
7.	ATN 7.1 General A big thank you to the staff members that populate the checklist as and when required. We urge all ATN officers to abide by this process and ensure that the checklist is constantly updated and populated. Not completing the checklist means your duties were not completed during your shift, this will be addressed as absenteeism or incompetence. Matsapha has moved from P3 to P1, and that information should reflect on the checklist going forward from the 8 th of August. 7.2 MMS Faults There has been a big improvement with logging of the faults and completing of the reports. Appreciation to the team. 7.3 Communicators Sessions A session between Mcdon and the officers at the ATN will commence, where we will be sharing information as well as ideas to improve our unit and improve work morale, to close any gaps between what we currently do and what we should actually be doing. 7.4 New MMS (On Key) A few officers have been sent on training regarding the implementation of the new MMS System. The team members attending will come back and relay what they have learned to help the rest of the team. A session will take place next week, it will be recorded to help those who could not attend.	Mcdon	



8	NOTAM 8.1 General – Procedures, Errors, and Notam Manual To update officers on the NOTAM group	Itumeleng	
9	Flight Planning/Briefing 9.1 General – FPL Manual None to report on 9.2 FOP, LP & OP for General Flights Officers will be engaged on the NOTAM group	Itumeleng	
10	Dynamic Data 10.1 General Teams on Dynamic was logged out. It will be fixed, and AIRIC dates to be updated.	Itumeleng	
11	File2Fly 11.1 General An employee was tasked to note down concerns we have regarding FOPs. Those concerns were shared with Mahendra and our Senior Management. We have been facing a challenge where new users are unable to register, the issue has been handed over to Matthews to resolve the problem and the team will be updated on the outcome.	Mcdon	
12	General Matters & New Items 12.1 Audit Feedback We had a few findings from our last audit. We discovered that training logs were not being completed as required. Going forward this will have a financial impact, as no claims will be approved when the log is incomplete, which states that the training was not done. We are happy to share that we have corrected a finding from our previous Audit; where employees were unable to use SharePoint and retrieve documents; which has since improved and is no longer a finding. We have also seen an improvement, where we had no findings in the SSIs and Occurrence Logs. A repeat finding regarding Personnel Files, training certificates are not being filed and updated on time.	Mcdon	



	<p>HR will be engaged regarding the contents of our Supervisory files. Staff is encouraged to always produce their training certificates as well as relevant documents that should be placed on Personnel Files as soon as they are received from ATA, upon completion of their respective courses.</p> <p>12.2 Attendance Registers</p> <p>Attendance register has been moved to electronic. From Cycle 7 going forward we will be using the electronic version. This will help the administrator to have access to all registers, including those of the employees who are on leave and are unable to complete a paper register.</p> <p>The online register will be made available for all team members. Any challenges in accessing or completion of the electronic attendance registers must be brought to management attention.</p> <p>12.3 Overtime Claims</p> <p>Overtime claims have been an issue in terms of payment, within the required cycle, due to employees not completing registers on time. To mitigate the problem, we have decided to only record the hours, the employees has put down on their rostered cycle, without allowing them more time to complete their attendance registers, as previously done.</p> <p>All cycles will be completed, signed and submitted within a week of the end of the previous cycle to ensure that payments are made on time.</p> <p>12.4 Remastering to ATSO</p> <p>At the moment there is no system or documentation on how an AIMO can remaster to ATSO. As management we are busy with a process that will speak to how we can remaster ourselves to ATSO. Once that system is formulated, employees will be updated and those interested, will be added onto the programme which will require Core Content attendance for certification.</p> <p>12.5 Feedback on AIMU Staffing.</p> <p>There are 6 new employees who are currently on a Core Content Course that will be joining the team upon completion.</p> <p>An advertisement to bring back old employees has been published; however, interviews are still on hold.</p> <p>HR will be engaged to know the way forward as to when to expect interviews to commence and hiring process completed, as we are short staffed and in need for more people to help sustain the department.</p> <p>12.6 Feedback on AIM Conference</p> <p>No updates yet</p>	Ncebakazi	Mcdon
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	<p>12.7 Feedback on OD As of July the structure at the top has changed. We no longer report to SM:AI rather to Head: Information Management & Systems. OD process is now looking at Mid-level management which includes Pool managers and Supervisors. Once the structure has been populated, management will share the feedback to staff on which positions have changed or renamed.</p> <p>12.8 Cell phones on Position Cell Phones on positions are not allowed as they are disruptive to the day-to-day duties. We have seen an increase on the personal use of the office computer to stream illegal and shady sites. Employees should refrain from using ATNS equipment for personal use especially on the internet where our systems could be in danger of getting hacked, like we experienced the previous year. There is a computer placed at the unit for all to access, where you can download certain files or use to access emails. Dodgy sites are a threat to the safety of ATNS, in an age where hackers work overtime to disrupt organisations.</p> <p>12.9 Late Coming/Early Leaving Late coming should be reported by the employee running late. The reason for running late must be recorded on the Occurrence Log. Leaving early while the shift has not ended should also be recorded and reasons stating Why, to assist management to track the coming and going of employees. No late coming that is consistent will be tolerated. Few instances where situations are not in your control can be accepted, however it should not be a constant occurrence. Let us all try to work well with each other without inconveniencing each other. From cycle 7; employees found to be late at work or leave early without authorisation will be approached via the SSIs and policies regarding late coming and leaving early.</p>		
13	Meeting Adjourned		



Approval of Meeting Minutes:

Seconded by:

Approved By:

Chairperson: Mpho McDon Moeti

Date: 26/03/2025



TO : AIMU NOTAM OFFICE
FROM : Mahendra Sukdev
DATE : 14 July 2025

NOTAM INSTRUCTION 06/2025:

1. ST HELENA NOTAM PROCEDURES
2. OBSTACLE NOTAM (Cranes, Windfarms, Solarfarms, Cellphone Towers, Weather balloon/ascent of free balloon)
3. DYNAMIC DATA: UPDATING OF DATA ON ANAIS

Good Day NOF

As part of our continuous improvement processes and standardisation of NOTAM being issued: I have requested ST HELENA to comply to the FLW procedure.

1. ST Helena **SHOULD NOT** be requesting NOTAM: "**AD OPEN: ALL SER AVBL.**" If they do, kindly REJECT.
2. The NOTAM must state Which SER are AVBL. In line with ICAO Standards, Different NOTAM for each SER must be issued by the NOF.
3. For ADDN HR OF SER: Different NOTAM for each SER must be issued by the NOF and ST HELENA must provide the frequency in use for TWR and APP.
4. If the AD is CLSD: Issue 1 NOTAM, stating AD CLSD. ***Don't issue multiple NOTAM for each SER that is closed.***

OBSTACLE NOTAM:

1. As per email attached from the SA CAA: NOF does not need approval from SA CAA to issue Obstacle Notam.
2. **NB/When receiving an Obstacle Notam request: The NOF must first request a SA CAA obstacle approval certificate (see attachment for example) from the NOTAM requestor.**
3. **Only once the certificate is received, should the NOTAM be issued.**
4. Upon issuing the Obstacle NOTAM; Please send a copy to the SACAA AIS office for awareness purposes.

UPDATING DATA ON ANAIS:

We have picked up a major loophole relating to the updating of DATA on ANAIS. The ARINC 424 file created by DIS, that is used to update ANAIS, on AIRAC date, only contains updated DATA which has been incorporated into the SA AIP.



This resulted in a major incident on the 15 MAY, where waypoint "UNPOM" was a NEW STAR for FAOR which was effective on the 15 MAY and FPL filed by AIRLINES, were REJECTED due to the "UNKNOWN WAYPOINT" on ANAIS.

As a mitigation; the FLW will procedure will apply:

- All Waypoints, Airport Terminal Waypoints, Navaids, Routes, etc.. that requires ANAIS to be updated must be updated using the latest AIP SUP on AIRAC date.
- CHARTS AIP SUPPS are published with "AERONAUTICAL DATA TABULATION" information (see examples attached); using this INFO, perform a quality check on all published information, as well as insert all NEW INFORMATION onto ANAIS.

NB/IF you cannot find the 'AERONAUTICAL DATA TABULATION' information on the charts, please ask for HELP. If you have challenges with inserting NEW DATA on ANAIS, please ask for HELP. Don't leave things unattended. You are compromising Safety.

Thank You.

Please ensure strict compliance.

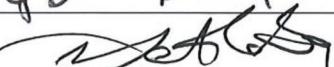
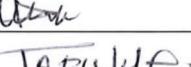
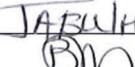
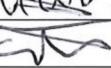
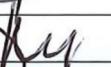
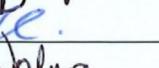
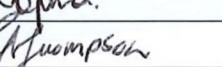
Any queries/concerns to the above instruction can be directed to AIMU Management.

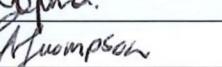
Kind regards,

Mahendra Sukdev

NB/Please sign in the relevant spaces provided

The instruction must be signed immediately as part of your taking over shift duties. If one is on leave, the instruction should be signed on the 1st day of you returning to work.

	NAME	DATE	SIGNATURE
1	BURTON, Westley	14 JULY 25	
2	HOWARTH, George	16 Aug 2025	 Back for leave
3	LETHOBA, Benedictor Montsheng	19/07/25	
4	MABUSO, Jim Puleng	16/07/2025	
5	MASHEGO, Faith Tshepo	25/07/25	
6	MATLHAKE, Itumeleng Gregory	14/07/25	
7	MATSHA, Makgabo	14/07/25	
8	MAZIBUKO, Themba	14 Jul 2025	
9	MEKGWE, Jabulani Flash	22 July 2025	
10	MHLONGO, Zandile	16/07/2025	
11	MOLUPE, Disemelo Desiree	25/07/25	
12	MLAKA, Jabulile	08/08/25	
13	MUVHALI, Prudence Takalani	16/07/2025	
14	NGOBENI, Marito	16/07/2025	
15	SUKDEV, Mahendra		
16	MORERWA, Maserule	19/07/2025	
17	CHULUMANCO, Dali	15/07/2025	
18	KOMAPE, Lebogang		
19	NGWENYA, Busisiwe	17/07/2025	
20	MOTSEPE, Mokgadi		
21	MADZINGE, Murendi	17/07/2025	
22	MUGODO, Zwiitwaho		
23	MABENA, Kamogelo	16/07/2025	
24	MADIHLABA, Phalatena	22/07/2025	
25	CHABA, Clyve	16/07/2025	
26	MOTHIBE, Thabiso	25/08/2025	
27	NOFUMA, Yanga	30/07/2025	
28	THOMPSON, Shaznay	14/07/25	
29	MOEKETSI, MAMELLO	15/07/25	

29 MOEKETSI, MAMELLO 15/07/25 

SOUTH AFRICAN**CIVIL AVIATION
AUTHORITY****Physical Address:**

Ikhaya Lokundiza
Treur Close
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Bekker Street
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Cape Town
International Airport

Tel. Number: +27 21 934 4744
Fax Number: +27 21 934 1326

Delta Built Environment Consultants

320 The Hillside Road, Lynnwood
Pretoria
Gauteng
Western Cape
0181

25 February 2022

Enquiries: L Stroh

Tel: 011 545 1232
Strohl@caa.co.za

CA15/2/Rand Airport

Ref. CAA_2021_9 309

Attention: Lourens van Pletzen

Conditional Approved: for the Building Site Development proposed at Rand Airport Park Ext 7.

After evaluating the site position to the obstacle application form 11 October 2021 and 23 February 2022, in principle the SACAA has **no objection**, the following conditions and restrictions applies:

- This approval is granted for the site Development Plan;
- Structure development is restricted to an all-inclusive height, not exceeding 24.6m (above ground level).

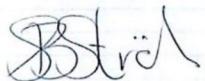
Physical structure restriction proposed for planning purposed:

- Any exterior lighting is restricted to full cut-off lighting 0° above the horizontal plane.
- Non-reflecting painting and Materials should be applied to reduce glare and prevent blinding pilots.
- Being adjacent to an airport, the developer should bring the subject of aircraft noise to the attention of tenants and it should be explicitly indicated on tenant's contracts and owners title deeds.
- Kindly note that approval for the construction of cranes, if used, must be obtained 6 weeks prior to construction from this department.

This conditional approval is valid for 5 years from the date of this letter.

Note that this SACA letter of no objection does not substitute or replace other approvals which may be required by the applicant.

Yours truly,



Lizell Stroh

Obstacle Inspector

PANS-OPS Section

Air Navigation Services Department

Tel: +27 11 545 1232 | Mobile: +27 083 461 6660

Email: Strohl@caa.co.za| www.caa.co.za



ISSUE MEMORANDUM

TO : AIMU POOL
FROM : PM: AIM
DATE : 09 October 2025

MEMO 3/2025: MINUTES OF THE AIMU POOL MEETING AND OJTI MEETING MINUTES (10 July 2025)

Good day Team,

Please read and sign the attached minutes for the pool meeting held on the 10 of July 2025.

Regards,
Mpho Mcdon Moeti
PM: AIM (A)

	NAME	DATE	SIGNATURE/COMMEMT
1	BALOYI, Bradley	10 Oct 2025	
2	BURTON, Westley	10 Nov 2025	
3	CHABA, Clyve Madimetja		
4	DALI, Chulumanco	11/10/2025	
5	HOWARTH, George	21/10/2025	
6	KHANYILE, Trinity		
7	KHARIVHE, Rendani		
8	KHOELE, Kagiso		
9	KOMAPE, Lebogang Lekuka		
10	KRUGER, Nishaat	15/10/2025	



	NAME	DATE	SIGNATURE/COMMENT
11	LETHOBA, Benedictor Montsheng	21/10/2025	<i>LeThoba</i>
12	MABENA, Kamogelo Siphewe	09/10/2025	<i>Mabene</i>
13	MABONA, Thandeka Wandile	09/10/2025	
14	MABOTSHEGE, Thabo	10/10/2025	<i>Thabo</i>
15	MABUSO, Jim Puleng	26/10/2025	<i>Jim</i>
16	MADIHLABA, Phalatena	09/10/2025	<i>Phalatena</i>
17	MADZINGE, Murendi	09/10/2025	<i>Murendi</i>
18	MAKOFANE, Michelle	13/10/2025	<i>Michelle</i>
19	MANGOPE, Katlego		
20	MASHEGO, Faith Tshepo	22/10/2025	<i>Faith</i>
21	MATLHAKA, Itumeleng Gregory	10/10/2025	<i>Itumeleng</i>
22	MATSHA, Makgabo		
23	MOEKETSI, Mamello	09/10/2025	<i>Moeketsi</i>
24	MEKGWE, Jabulani Flash	17/10/2025	<i>Jabulani</i>
25	MHLONGO, Zandile	09/10/2025	<i>Zandile</i>
26	MLAKA, Jabulile	09/10/2025	<i>Jabulile</i>
27	MOETI, Mcdon Mpho	09/10/2025	<i>McDon</i>
28	MOLUPE, Disemelo Desiree	28/10/2025	<i>Desiree</i>
29	MONAHENG, Kgopotso	14/10/2025	<i>Kgopotso</i>
30	MONGWE, Thabang Millicent	09/10/2025	<i>Thabang</i>
31	MONYANE, Vincent	15/10/2025	<i>Vincent</i>
32	MORERWA, Maserule	10/10/2025	<i>M.M.</i>
33	MOTHIBE, Thabiso	09/10/2025	<i>R</i>
34	MOTSEPE, Mokgadi	28/10/2025	<i>Motsepe</i>
35	MUGODO, Zwiitwaho	09/10/2025	<i>G</i>
36	MUHANELWA, Ndivhuwo Chief	25/10/2025	<i>Chief</i>
37	MUVHALI, Prudence Takalani	09/10/2025	<i>Prudence</i>
38	NETSHILEMA, Tendani	12/10/2025	<i>Tendani</i>
39	NEVARI, Edwin	11/10/2025	<i>Edwin</i>
40	NGOBENI, Marito	10/10/2025	<i>Marito</i>
41	ADAMS, Elizabeth	20/10/2025	<i>Elizabeth</i>
42	NKUNA, Muxe		

	Page 2 of 14	Date
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Name of meeting : AIMU Pool Meeting
Department : AIMU
Date of Meeting : 10 July 2025

ATTENDEES

	Name	Abbr.	Designation	Present	Apology	Absent
1	M Moeti	Mcdon	Principal: ATN	X		
2	M Sukdev	MS	Principal: ARO	X		
3	B Lethoba	BH	AIM officer			
4	W Burton	WB	AIM officer			
5	L Sibya	LS	AIM officer			
6	I Matlhaque	IM	AIM officer			
7	M Matsha	MMAT	AIM officer			
8	D Molupe	DM	AIM officer			
9	F Mashego	FM	AIM officer			
10	J Mekgwe	JM	AIM officer			
11	P Muvhali	PTM	AIM officer			
12	E Nevari	EAN	AIM officer			
13	MW Ngobeni	MWN	AIM officer			
14	JP Mabusso	JPM	AIM officer			
15	G Motsepe	GMM	AIM officer			
16	Y Nofuma	YR	AIM officer			
17	K Mabena	KM	AIM officer			
18	J Mlaka	JML	AIM officer			
19	Z Mhlongo	ZM	AIM officer			
20	C. Chaba	CM	AIM officer			
21	GJ. Howarth	GJH	AIM officer			
22	C Dali	CD	AIM officer			
23	M Morerwa	MM	AIM officer			
24	N Kruger	NK	AIM officer			
25	M Madzinge	MM	AIM officer			
26	T Mongwe	TM	AIM officer			
27	L Komape	LK	AIM officer			
28	T Shiburi	TS	AIM officer			



29	Z Mugodo	ZM	AIM officer			
30	NL Dlaba-Ndlebe	NL	Administrator			
31	A Mahlophe	AM	AIM officer			
32	TW Mabona	TWM	AIM officer			
33	NR Ralephenya	NRR	AIM officer			
34	PM Madihlaba	PMM	AIM officer			
35	T Khanyile	TK	AIM officer			
36	M Kuna	MK	AIM officer			
37	R Kharivhe	RK	AIM officer			
38	B Baloi	BB	AIM officer			
39	S Thompson	ST	AIM officer			
40	T Maboitshege	TM	AIM officer			
41	K Khoele	KK	AIM officer			
42	K Mangope	KM	AIM officer			
43	N Dlamini	ND	AIM officer			
44	N Mthembu	NM	AIM officer			
45	P Lehola	PL	AIM officer			
46	S Zondi	AZ	AIM officer			
47	S Goqo	SG	AIM officer			
48	T Netshilema	TN	AIM officer			
49	T Munyai	TM	AIM officer			
50	V Monyane	VM	AIM officer			
51	T Mamidza	TM	AIM officer			
52	S Nkosi	SN	AIM officer			
53	M Metsing	MM	AIM officer			
54	K Vilakazi	KV	AIM officer			
55	B Sikhunya	BS	AIM officer			
56	B Sibeko	BS	AIM officer			
57	C Raganya	CR	AIM officer			
58	E Adams	EA	AIM officer			
59	K Monaheng	KM	AIM officer			
60	M Moeketsi	MM	AIM officer			
61	M Ramaotswa	MR	AIM officer			
62	M Nthoeseane	MN	AIM officer			
63	T Mothibe	TM	AIM officer			
64	M Makofane	MM	AIM officer			
65	N Muhanewa	NM	AIM officer			



Name of meeting : AIMU Pool Meeting
Department : AIMU
Date of Meeting : 10 July 2025



No:	Item	Responsible Person	Date
1.	Welcome PM welcomed all to the meeting.	Mcdon	
2.	Attendance 2.1 Attendance registers as attached. 2.2 Apologies noted: No Apologies	Mcdon	
3	Approval of Agenda 3.1 Agenda was approved by all		
4.	Confirmation of the Minutes 4.1 Minutes of the previous meeting are in a draft form due to incompleteness of meeting. Minutes will be published once these meetings are consolidated.	Mcdon	
5	Matters Arising 5.1.1 N/A		
6.	Feedback on OD The proposed structure has been approved; however, the implementation process is still on hold due to the suspension of OD. Once the MIT allows for the OD process to resume, we will update colleagues accordingly.	Mcdon	
7	Standing Items The lighting issue in the office is being discussed with the building administrator to switch our lighting from automatic to manual switch. This change will help with controlling how much light comes in during different shift hours especially during night shift as less lighting is needed then. Colleagues to note that the DB box is off limits, no one is permitted to touch the box as it is a live electricity container, any injuries that might be sustained during that period, you will not be compensated under injury on duty. The DB box is to be accessed by authorised individuals only to avoid incidents. The smell that has been lingering in the office has been dealt with. A deep cleaning company was procured, and the cleaning has taken place. We confirm that there has been no smell reported since the cleaning was conducted.	Mcdon	
7.1	Values Moment – Accountability We discussed the significance of accountability in the workplace, encouraging colleagues to take responsibility for their actions, Management stressed the need for thorough research and	Mcdon	



	<p>preparation before making decisions, particularly when addressing clients or colleagues. One should provide factual backing for their arguments and avoid laying blame on other people.</p>		
7.2	<p>SAFETY</p> <p>Previously we had safety concerns regarding the office's electrical systems, advising colleagues to avoid tampering with the distribution box. The completion of deep cleaning has been confirmed with no new complaints, and we acknowledged Mahendra's efforts in promoting engagement with the Quality Management System (QMS).</p> <p>Management emphasised to colleagues the importance of accountability in the workplace, urging team members to take responsibility for their actions and to support their statements with factual evidence.</p> <p>Colleagues are reminded the importance of using the biometric scanners, when entering or exiting the building, even when you find the door open. This is for accurate tracking during emergencies.</p>	Mcdon	
7.3	<p>OHAS</p> <p>Safety protocols were discussed, stressing the necessity of fingerprinting upon entering and leaving the building for emergency tracking. Our first aid representatives, including Mcdon, Themba, and Jabulile, and the team was reminded to take the first aid kit during drills. Only trained first aiders or OHS representatives are permitted to carry first aid kits during evacuations, while any staff member can carry the occurrence log.</p> <p>There is a need to regulate the air conditioning temperature in the office to protect sensitive equipment and improve air circulation, particularly during flu season. We will be reopening of the glass door at the ATN Centre and then mount a warning sticker and reflectors for safety.</p>	Mahendra	
7.4	<p>QMS</p> <p>The QMS processes will now occur quarterly, with all team members having completed their Q1 certifications, and we received positive feedback from auditors regarding the training.</p>	Mahendra	



8.	<p>ATN Centre</p> <p>8.1 Faults As ATN employees I implore you to be very inquisitive, this is very important for us to become experts in the systems that we use. Faults are being opened on the new system which is good improvement.</p> <p>8.2 ATN Manual The SSIs and the appendices to the SSIs have been updated, published and signed off. Those documents can be found on the ATNS SharePoint. I have communicated in the AIM WhatsApp group the steps to take into accessing those documents. Further to that, Mahendra is going to issue an instruction with those steps on how to access the documents on SharePoint. We have created a link on SharePoint to be able to access the documents. Building up to that also, this is new platform for the entire AIM & Systems Department to store all official documents.</p> <p>All our documents that we use within our department will be stored onto the platform. Colleagues we encourage you to familiarize yourself with the platform for everything we envision is stored in there. From instructions to memos, to SSIs, basically every working document we have in our department to be accessed from one place.</p> <p>8.3 New MMS (on Key) With challenges faced with the new system at the ATN Centre we encourage colleagues to seek help from those who have received training, specifically Yanga and Tshikani. Makgabo pointed out that not all team members had access to initial training and proposed a collective training session to ensure everyone is up to date. In support of what Makgabo said there is a need for a structured approach to training based on specific requirements raised by team members. Yanga has availed herself to help train anyone who wishes to learn about the new ON Key system.</p>	Mcdon	
9	NOTAM	Mahendra	

	Page 9 of 14	Date
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	<p>9.1 General – Procedures, Errors, and Notam Manual.</p> <p>Congratulations to the recent appointees, Thabiso and Clyve as the new NOTAM officers. Some changes have been made on the NOTAM procedures, including the need for CAA approval from data originators. We recently experienced challenges during the AIRAC cycle updates where certain waypoints were mistakenly deleted from the system. The importance of verifying data against the latest charts is very important and must be followed precisely to avoid incidents. The team is working to restore the deleted FIRs and ensure proper updates for the August ARINC 424 files.</p>		
10	<p>Flight Planning/Briefing</p> <p>10.1 General – FPL Manual</p> <p>Congratulations to our new AIM officers who just went Solo, namely Edith, Busi and Tendani. Colleagues, please note instruction 06 of 2025 in terms of RPAS operations. When you look at the RPAS flight planning AIC, it speaks about BVLOS operations. Operations beyond visual line-of-sight operations. Staff to ensure that if a remark is noted as BVLOS operations in field 18 of the RPAS flight plan, your flight rule must be IFR under the flight rule field 8. It can't be BVLOS operations with VFR indicated there.</p> <p><i>FIELD 8 (FLIGHT RULES) - Insert 'I' for all flights which will be flying Beyond Visual Line of Sight (BVLOS) or those RPAS flights which will be climbing through a Transition Altitude and thus flying at a Flight Level. All these flights (BVLOS) will be considered to be flying under IFR and will therefore select IFR Flight Levels according to the Semi-circular Rule.</i></p> <p><i>If the transition altitude is not reached during BVLOS operations, the level will be indicated in altitude (e.g.: A004 or A010), not Flight Levels (FL).</i></p>	Mahendra	
11	<p>Dynamic Data</p> <p>11.1 General</p> <p>Nothing to Report</p>	Mahendra	
12	<p>File2Fly</p> <p>12.1 General</p> <p>We have learned that military aircrafts are coming into the country, if they have a military permit, that permit allows them to land at military airfields. If they intend to go to civilian airfields, they need to have a foreign operators permit. If you receive a flight plan, that is a military aircraft, but intend to land in Lanseria, for example, you need to verify</p>	McDon	



	<p>a foreign operators permit. In the case where they do not have the required permit, Reject the FPL and advise Management.</p> <p>Management to engage with the Department of Transport first before giving the military the green light to proceed coming into and leaving the country.</p> <p>Officers to ensure careful verification of foreign operators permits, especially for military aircraft intending to land at civilian airfields. The Department of Transport is scrutinising the FOP process. We need to be proactive in identifying inconsistencies in flight plans. Suggestions for improvement of the FOP process can be sent to AIM management for discussion in upcoming meetings.</p>		
13	<p>General Matters & New Items</p> <p>13.1 Audit Feedback</p> <p>With regards to the audit feedback we keep having the same findings. Employees are required to do the admin requirements as per SSIs but are ignoring these tasks. Staff is urged to sign the occurrence log and attendance registers upon arriving and when leaving position. This is a requirement and cannot be ignored or omitted. We had a finding of training logs as well, they are not completed properly and some are left half completed, which is a serious issue as these logs are used to claim for OJTI training. All relevant information that needs to be included onto the training log must be included which involves the names of the trainer, the names of the trainee, the number of training hours etc..</p> <p>The signing of Memos and Instructions was also a finding as some employees ignore these documents even after being told that a new instruction or memo has been issued. These are all part of our SSIs administrative duties, we need to perform and complete but for some reason is always a finding during audit. Employees must check the memo file everyday they are at work for any new updates that may require their attention.</p> <p>13.2 Attendance Registers</p> <p>Registers must be completed after every shift and not only at the end of the cycle. It is a requirement that all staff members update their registers every time they arrive and leave work. This ensures that correct dates are captured as well as the correct start and finish times.</p> <p>13.3 Overtime Claims</p> <p>Attendance registers help with overtime claims as we use information from the register to make claims. Staff is reminded to ensure all necessary hours for 3rd Sundays, Holidays and OJTIs are</p>	Mcdon	



placed on the correct column to assist the administrator to note those claims from that cycle. For any claims that might have been missed and do not appear on the pay slip, staff to engage with management to get the issue resolved by the 5th of each month as it is a cut-off date.

13.4 Remastering to ATSO

The remastering process has been implemented and those interested have been added to the seniority list. 9 slots were allocated across 4 Core content courses in the current financial year. Employees are given an opportunity to write psychometrics based on their position on the seniority list and departmental staffing capacity, if they pass, they are placed in one of the four courses. In terms of the five that have been nominated for ATS rating: they were next in line to write psychometric assessments, and it was noted their Core content was still valid, and there were available slots in the ATS rating course.

13.5 Feedback on AIMU Staffing.

For a while the department has been struggling with understaffing. We are happy to announce that more people are scheduled to join AIMU throughout the course of the year. Staff is encouraged to receive these individuals with open arms and help train them to ensure the quality of the work and services we produce. Currently as a department we are sitting on 51 head count, by end of July we expect to have a head count of 60 plus employees. These numbers will help fill up gaps that will be left by employees who re-mastered/resign and or go on leave for longer periods of time.

13.6 Upcoming AIMU Projects

File2Fly has been giving the department issues for a long time. ATNS is busy with a Tender process to acquire a new AIM System. The turnaround time for the new system is not yet known as it still an ongoing tender process. In the meantime, there is an ongoing project to upgrade File2Fly and ANAIS, to be implemented in the next 6 months, to combat the current problems the system is having.

The AFTN and AMHS system is also in the pipeline for an upgrade. The tender process is complete, and a supplier has been identified. The project team has been created, and the new system is in the process of being implemented. A new AFTN/ AMHS System will be used, and all employees will be trained on the new system. Staff is encouraged to utilise the training opportunity to learn as much as they can to know and understand the system fully.

13.7 Cell phones on Position

Staff has been reminded to refrain from using their cell phones while



	<p>on position. Cell phones are destructive and take attention away from the duties at hand which result in mistakes that can cause irreversibly problems in the department. Cell phones may always remain on but should not be used while on position. Only emergency calls can be made or answered but away from position, however no cell phone should be used for any other reason other the ones mentioned until the shift ends.</p> <p>13.8 Leave Planning Management has noticed an increase in ADHOC and emergency leave requests, these requests strain the roster. Staff is encouraged to plan their leave in advance and ensure that it is captured on the leave plan. Leave that is not captured on the leave plan will not be considered once the roster is published.</p> <p>13.9 Acceptable usage of PCs Operational and Office PCs are to only be used for work related issues. AIMU staff are asked to avoid using the PCs for entertainment as this can lead to potential risks on the data and applications stored on the PCs.</p> <p>13.10 Late coming/Early Leaving No staff is allowed to leave early or come in late without the express permission from AIM Management.</p> <p>13.11 RUS Standby activations RUS will only activate you for a shift from 06:00 to 21:00. No TEL calls will be made outside these hours.</p>		
14	<p>OJTI Meeting – Annual Proficiencies We advised the team to participate in the Annual Proficiencies to help the department address Audit Findings. Management has been tasked to implement OJTI meetings regularly. All OJTI's are requested to attend these meetings.</p>		



Approval of Meeting Minutes:

Seconded by:

Approved By:

A handwritten signature in blue ink, appearing to read 'Mpho McDon Moeti'.

Chairperson: Mpho McDon Moeti

Date: 09/10/25