

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



CERTIFICATION OF PLANS & DRAWINGS PROCEDURE

MOP032

Table of Contents

1. PURPOSE	1
2. POLICY	1
3. DEFINITIONS.....	1
4. RESPONSIBILITY	1
5. APPOINTMENT PROCESS	1

This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

CERTIFICATION OF PLANS AND DRAWINGS

1. PURPOSE

The purpose of this procedure is to ensure that all MAAA members or non members nominated by the MAAA Scale Subcommittee for the purpose of certifying plans and drawings are appointed, reappointed, registered and deregistered in a standard and traceable process. It is also to ensure the distribution of information relative to their appointment and reappointment, and that due consideration is given to the monitoring of their performance.

2. POLICY

- 2.1 The term of appointment of all persons approved by MAAA to certify plans and drawings shall expire on 30 June every three years, (2013, 2016, ...).
- 2.2 All persons approved by MAAA to certify plans and drawings who wish to renew their appointment shall reply to a renewal notice issued by the MAAA Secretary.
- 2.3 Persons not wishing to continue to certify plans and drawings on behalf of MAAA,, shall notify the MAAA Secretary and return the allocated numbered MAAA certification stamp within 7 days.
- 2.4 Anyone whose approval has been withdrawn shall return the allocated numbered MAAA certification stamp to the MAAA Secretary within 7 days.

3. DEFINITIONS

- MAAA Model Aeronautical Association of Australia Inc.
- Approved person A person recommended by the MAAA Scale Subcommittee and approved by the MAAA Executive to certify plans and drawings.

4. RESPONSIBILITY

- 4.1 It is the responsibility of the MAAA Scale Subcommittee through their Chairman to recommend those persons selected by the Subcommittee to certify plans and drawings to the MAAA Executive. These persons need not be MAAA members.

5. APPOINTMENT PROCESS

- 5.1 The MAAA Secretary will include the details of those recommended in the next available MAAA Executive meeting agenda for approval.
- 5.2 Following the Executive meeting, the MAAA Secretary will advise the Subcommittee Chairman of the outcome.

- 5.3 Those persons approved to certify plans and drawings on behalf of MAAA and the Scale Subcommittee will be advised by the MAAA Secretary and provided with a numbered certification stamp.
- 5.4 The MAAA Secretary will maintain a register of names, contact details and stamp numbers allocated to approved persons.
- 5.5 After being satisfied that a plan or drawing does accurately represent the aircraft that it is supposed to, to the standard required by the FAI, the approved person shall stamp the drawing in red using the stamp issued by the MAAA.
- 5.6 An approved person certifying a drawing has to report the details to the Scale Subcommittee.
- 5.7 It is the responsibility of the Scale Subcommittee to maintain a record of the plans and drawings certified in any one year and include these details in the Chairman's annual report to Council.
- 5.8 Renewal notices shall be sent out by the MAAA Secretary two months prior to the end of each 3 year period. Completed notices shall be returned to the MAAA Secretary. Completed renewals will be confirmed by the Scale Subcommittee prior to formalisation.
- 5.9 The Scale Subcommittee can request the MAAA Secretary to withdraw approval for an approved person at any time. A written request stating the reasons shall be sent to the MAAA Secretary and shall be confirmed by the Executive at their next meeting.