



FLIGHT OPERATIONS MANUAL

Version 1.1
September 2016

Revisions

Version	Date	Details	Authorized by:
1.1	01 September 16	First Release	GH

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1 INTRODUCTION

1.1 Overview

The purpose of the Flight Operations Manual is to outline the policies and procedures of the Manawatu Aviation Club (MAC) as it relates to flying operations. All flying members, licensed pilots and novice pilots (students) are expected to read and abide by this entire manual. Please note that in this manual, licensed pilots and novice pilots (students) are referred to as pilots unless specifically referred to as students or others.

Failure to comply with any section may result in suspension or dismissal from the club, revocation of aircraft rental privileges, and/or enforcement action by the Civil Aviation Authority (CAA).

In addition to the policies and procedures contained herein, all flight and training operations must be conducted in accordance with any:

- MAC rules
- Applicable aircraft flight/pilots manual
- Aircraft checklists
- Safety management requirements
- Applicable CAA regulations

1.2 Location

The MAC is located at the following locations:

**MAC Club Rooms, Hangar 15 and Hangar 16
Feilding Aerodrome
Campbell Road
Feilding**

**The contact persons regarding aircraft operation are the MAC
Safety Officers, Phil Budding 027 4755280 and David Cameron
027 4422545**

1.3 The Club Committee

The committee are responsible for overseeing all administration operations at the MAC. They are available for any suggestions, concerns, or complaints. The current committee are:

- | | | |
|---------------------|----------------|-------------|
| • Grant Hadfield | President | 021 430399 |
| • Matt McCarty | Secretary | 021 2573480 |
| • Rod Titcombe | Treasurer | 027 4427413 |
| • Colin MacMillan | Club Captain | 027 4515817 |
| • Pat Debney | Member | 021 914733 |
| • Peter Kernohan | Member | 021 804733 |
| • Ross Williamson | Member | 027 4424012 |
| • John Bolton-Riley | CFI | 027 4429136 |
| • Phil Budding | Safety Officer | 027 4755280 |
| • David Cameron | Safety Officer | 027 4422545 |

2 OPERATIONS

2.1 Flight Instructors

Flight Instructors are responsible for conducting ground and flight training in a professional and courteous manner, overseen by our club's Chief Flight Instructor. Our Instructors are:

- John Bolton-Riley (CFI)
- Ed Evenbly (SFI)
- Phil Budding (SFI)

2.2 Chief Flying Instructor (CFI)

The Chief Flight Instructor is responsible for managing all aspects of Flight training. The CFI is appointed by the MAC Committee. The Chief Flying Instructor's decision on any flight training matter is final. If you do not agree with any decision made by the CFI you may appeal that decision by making a formal written appeal to the committee. The committee will consider that appeal. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision in question will remain in force.

2.3 Maintenance Inspection Authority (IA)

The Maintenance Inspection Authority is/are responsible for ensuring that the club aircraft are maintained in accordance with the aircraft service manual and in accordance with the Civil Aviation rules and standards. The Maintenance Inspection Authority is overseen by the committee. The current IA's are:

- Rob Baker
- Craig Grant

2.4 Flight Operations

The Safety Officers are responsible for managing all aspects of Aircraft Operation in consultation with the CFI and Instructors.

A Flight Operations decision on any flight or aircraft operation matter is final. If you do not agree with any decision made by this group, you may appeal that decision by making a formal written appeal to the committee. The committee will consider that appeal. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision in question will remain in force.

2.5 Safety Officers

The Safety Officers are responsible for managing all aspects of Safety in the Clubs operation. The Safety Officers are appointed by the MAC Committee. The Safety Officers are:

- Phil Budding 027 4755280
- David Cameron 027 4422545

The Safety Officers' decision on any safety matter is final. If you do not agree with any decision made by the Safety Officers, you may appeal that decision by making a formal written appeal to the committee. The committee will consider that appeal. This may include inter-alia peer review, independent suitably qualified advice and advice from regulating bodies. Whilst this review is in progress the decision in question will remain in force.

2.5 Operated by Volunteers

As the operation of the MAC is entirely based on voluntary work performed by our members (this includes our Instructors), members are requested to respect the time constraints of these people with regard to your flight training and other associated business.

3 GENERAL OPERATIONAL POLICIES

3.1 Apron Area

The apron area in front of the hangars are potentially hazardous and safety must be the prime consideration when conducting activities in these areas. People walking on the apron are required to walk behind propeller aircraft to prevent injury from unexpected engine starts. Always be aware of all activities around you whilst on the apron and try to make eye contact with cockpit crews and equipment operators to acknowledge their awareness of your presence. Running is prohibited on the apron at all times unless it is imperative for personal safety.

3.2 Apron Access

Only flying pilots and their passengers are allowed beyond the hangar apron and access road. No other members of the public, family or friends are allowed beyond the hangar apron and access road. Public viewing areas for hangar 16 (the Tecnam hangar) are available from the car park. Public viewing areas for hangar 15 (the Club hangar) are available from the car park or the fenced area in front of the club rooms. Access to the hangars is permitted however all non-flying personnel must not venture into the aircraft operating areas.

3.3 Boarding and Deplaning

Because of the inherent danger associated with spinning propellers, no one will approach, board, or deplane from a MAC aircraft with the engine running, unless the type requires starting before boarding

3.4 Currency

In the interests of safety, the MAC has a so called '90 days policy'. This specifies that any pilot who would like to take an aircraft to go flying, and has not flown as PIC within the preceding **90** days, **will be required** to obtain clearance from an instructor prior their flight.

3.5 Flight Log

Before a flight all pilots are required to complete details of flight on the white board placed in each hangar. This should include expected return time and passenger details and operating area/route.

At the completion of each flight, pilots are required to fill out the Aircraft Log (ledger book) which records flight times and cost. In undertaking a flight in Club aircraft, the Pilot in command is agreeing to the following listed conditions,

1. I undertake to abide by the Civil Aviation Act, all CAA Parts, NZAIP and its supplements, by all Manawatu Aviation Club orders whether permanent or temporary.
2. While in command of an aircraft operated by the Manawatu Aviation Club, I agree to behave in a safe responsible manner and not do anything that may cause damage to any property owned, operated or leased by the Manawatu Aviation Club, or damage to any other property whatsoever.
3. I also understand that the Manawatu Aviation Club will not be responsible to me or my dependants or any other person for any injury or damage which happens to me or my dependants or any other person for any injury or damage

which may be done to my property while I am flying in any aircraft owned, operated or leased by the Manawatu Aviation Club.

4. I also understand that should I breach the Civil Aviation Act, or CAA rules, the NZAIP and its supplements, or the Manawatu Aviation Club orders as described in paragraph 1 above, or any conditions imposed by the Chief Flying Instructor or his nominee, or a Safety officer, (except in an emergency) then I will pay the Manawatu Aviation Club any moneys which the Manawatu Aviation Club may be liable to pay to any other person including compensation for the complete loss of property owned, operated or leased by the Manawatu Aviation Club where due to my actions full or partial insurance is declined.
5. I acknowledge that if I do not behave responsibly and cause damage of any kind indicated as part of any losses I may have to make good to the Manawatu Aviation Club including any legal expenses the Manawatu Aviation Club may have to pay to resolve the problem.
6. I agree that payment for flying is due at the completion of the flight. If the flight is not paid for within 7 days of the flight being completed the Manawatu Aviation Club may charge me a fee equal to 10% of the unpaid portion of the charge, but less than \$25. Where debt collection agency costs, legal and other cost arising from the collection of any amount exceeds the debt collection fee charged, a debt collection agency is also entitled to recover such additional cost from me. In consideration of your providing aircraft hire or flight/training services to me I agree to be bound by the terms of this agreement hereof.

A copy of these conditions can be found in the club rooms or from the Downloads section of the MAC website.

3.6 Requirements to Fly an Aircraft

Any pilot acting as pilot in charge of any MAC's aircraft must satisfy the following requirements:

- Be a paid up member of the MAC (or an immediate intention to do so).
- And/or be approved by one of the Instructing staff.
- Hold the appropriate CAA Part 61 PPL (A) or a micro-light pilot's certificate for the flight to be undertaken.
- Hold appropriate ratings for the specific aircraft to be operated.
- Hold a current medical certificate.
- Comply with the club's '90 days' policy (refer to paragraph 3.4).
- Have posted the flight details in the appropriate aircrafts hangar. (**Note:** it is encouraged that other members of the MAC are advised of intentions, routes and times for cross-country flights)
- It is good practice to file a flight plan and make provision for a flight tracking service. MAC pilots are encouraged to make use of these services. Especially when on flights outside the local area.
- Have accessed all appropriate weather information and only conduct operations in accordance with aircraft type and pilots ratings.
- Have checked all NOTAMS and advisories relevant to the flight to be undertaken.
- Have completed all navigation and pre-flight tasks relevant to the flight to be undertaken.

- Have ensured that they have not consumed alcohol or drugs in the preceding 8 hours before flight.
- Have ensured that the aircraft is fit for flight in all respects, including checking the defect list located in the aircraft flight log.
- Have completed a thorough pre-flight check in accordance with the approved checklist.

3.7 Fuelling Procedures

Fuelling operations are potentially dangerous and pilots are asked to verify that all aircraft electrical switches, including the ignition, are off prior to fuelling. When fuelling operations are being conducted, pilots and passengers are prohibited from being on board. Refuelling operations are to be done on the apron areas unless it is raining. In this case fuelling in the hangar is acceptable but ensure that the aircraft wings are as close to the hangar doors as possible. Hangar doors must be open at all times during refuelling. No smoking and no open flames are permitted. All cell phones and electrical devices such as iPods, handheld transceivers, GPS's etc. must be switched off during refuelling. Please only fill the tanks to a point that is 20mm below the cap level. This will ensure that the tanks are not overfilled with the resultant loss of fuel due to expansion.

All fuel on board the aircraft must be sampled before flight to check for the presence of water or other impurities. If any impurities are found, please keep the sample and inform a Safety Officer for investigation. Continue to sample the fuel until no more impurities are present.

3.7.1 Rotax Engine Aircraft Fuel

The Rotax Engine Aircraft operate on standard 95/98 Octane Mogas. Please do not use Avgas unless in an emergency or standard Mogas is unavailable.

Fuel is stored in both hangars. When you have finished your refuelling, ensure the container is secured away from the aircraft.

If the last of the fuel is used during refuelling, you are expected to refill the container/s. If the container cannot be secured safely in a vehicle, there are 20L jerry cans that may be used.

There are Fuel Cards available for the purchase of fuel. PIN number/s provided on request.



USE ONLY 95/98 Octane Fuel. Do NOT use E10 or any other Bio-Blended Fuel.

In the event that you need to purchase fuel away from the Feilding airfield, there are Avgas fuel cards available. Should you purchase fuel yourself however keep your receipt and pass it on to our treasurer on your return, who will reimburse you within 10 working days.



Refuelling can be hazardous. Ensure your safety and the safety of those around you at all times.

3.8 Oil Check and Top-up

3.8.1 Rotax Engine Aircraft Oil

When checking the oil level, if there is sufficient oil showing on the dipstick nothing else needs to be done. If, however there is a low oil reading showing on the dipstick there are two ways that the oil check can be undertaken. Firstly, standing facing the aircraft the prop should be turned over anti clockwise by hand (usually approx. 10 to 20 turns) with the dipstick removed until a gurgling noise is heard from the engine oil reservoir. (Please ensure ignition switches and master switch are off and treat prop as live at all times.) Secondly the engine can be started to warm and circulate oil, then a reading can be taken. If the oil level still reads low there is an oil store in each hangar. Ensure correct oil grade is used. If unsure contact a Safety Officer or Instructor. (Please note that the amount of oil required between low and full on the dipstick is only 270 ml)



Overfilling the oil may result in serious engine damage.

3.9 Smoking

The MAC operates a no smoking policy and smoking is strictly prohibited in all areas of the hangars and within 10 metres of any aircraft.

3.10 Engine Starting

Before starting any engine on the apron, all pilots must verify that the propeller area is clear of loose material or objects, including the propeller blast area behind the aircraft. Immediately before starting pilots are asked to announce “All Clear” in a loud voice. Additionally, if another aircraft is being

fuelled in the immediate area, engine start should be delayed until their operation has been completed.

In case the engine does not start within 2 or 3 attempts, **DO NOT** keep starting the engine as it may result in flooding and the risk of damaging the engine's starter-motor clutch.

All pilots are prohibited from hand starting any MAC associated aircraft. If there is any problem in starting any aircraft, please notify the Safety Officer or your Instructor.

3.11 Securing Aircraft Doors or Canopies

During starting and ground operations aircraft doors and canopies are susceptible to damage if they are not **properly** secured. In order to prevent damage to the door stop mechanism, we ask that if possible you close the doors or canopies completely before engine start and during ground operations. If, however, ventilation is required within the cabin during start-up and taxi, we ask that you manually support the door with your hand if required.

3.12 Taxi Procedures

The speed limit of a safe taxi operation always depends on the environment. In congested areas, such as the apron, the appropriate speed should be comparable to a brisk walk. In less congested areas, the appropriate taxi speed is that which gives the pilot safe, positive control at all times.

3.13 Parking and Securing Aircraft

When parking aircraft (either on the apron or elsewhere), pilots should exercise extreme caution to ensure adequate clearance between aircraft, vehicles and buildings.

In case the aircraft is parked outside to stay there for a longer period of time (e.g. on another airfield), the pilot is responsible for properly securing the aircraft with chocks and/or tie downs.

Aircraft specific tie down and cover sets are available and should be taken on any cross country flight.

Tie down locations are noted in the Pilots Operating Handbook.

Don't forget to:

- Set the park brake.
- All electrical switches including masters and ignition switches should be turned off.
- Switch off Avionics.
- Secure the control column.
- Recover any foreign objects dropped inside the aircraft.
- Remove all rubbish and personal items from the aircraft.
- Close all cabin vents.
- Headsets should be secured and
- Seat belts should be untangled, folded and placed neatly on the seats.

3.14 Aircraft Flight Log

MAC aircraft have a Flight and Technical log.

At the conclusion of each flight the Aircraft flight log (ledger book) is to be completed by the PIC.

Any Aircraft technical issues are to be entered into the Technical Log and the Safety Officers notified.

3.15 Aircraft Insurance

The MAC ensures that all its operated aircraft are comprehensively insured. All pilots in command are to ensure that each flight they undertake in the clubs aircraft are legal and in accordance with the club rules and all applicable CAA rules and regulations. This is to ensure that the aircraft insurance policies are not compromised. If the pilot in command does compromise the insurance policy by not adhering to the rules detailed above, then the cost of any damage will be at that pilot's expense. The clubs insurance policy only applies to accidental events NOT those resulting from careless or reckless behaviours.

3.16 Unauthorised Instruction

Flight Instruction in MAC aircraft is strictly prohibited by flight Instructors or pilots who are not officially appointed as an Instructor by the MAC. Failure to comply will result in revocation of rental privileges.

3.17 Flights for Hire or Reward

All flights completed shall be for private operations only. No member shall rent a MAC aircraft with the intention of completing a flight for hire or reward. Cost sharing is permitted as long as the cost is shared equally by all persons on-board the aircraft.

3.18 Aircraft Maintenance at the Club

No person shall perform any maintenance on any MAC Aircraft. Any maintenance requirements should be referred to the Safety Officers.

3.19 Aircraft Maintenance away from Base

Should the aircraft experience any technical problem away from the MAC base, the problem should be reported to a Safety Officer as soon as possible. As all maintenance needs to be authorised by the Safety Officers, no unauthorised maintenance is to be carried out under any circumstances without approval.

3.20 Right to Refuse Aircraft Use

The MAC reserves the right to refuse aircraft use to any pilot in case, but is not limited to, the following areas:

- Over-due financial account
- Expired Medical
- Expired BFR
- Expired SAC or RAANZ membership if applicable
- Pilot was found to be in violation of a CAA or club regulation.
- At the discretion of the committee or Chief Flight Instructor, the member was deemed to be a safety risk or potential liability for the MAC based on their present and/or past conduct.

3.21 Clothing Recommendations and Restrictions

All pilots are expected to abide by the following clothing recommendations while conducting operations at the MAC. Please ensure you dress appropriately for the weather conditions on the day.

Pilots and passengers are also encouraged to dress to survive and to wear flat soled shoes. Soles should not be too thick as to interfere with rudder feel, however comfortable and durable enough to walk out of the bush in the event of an “unscheduled” landing.

3.22 Club Premises Security

All members who access the club premises should ensure that on their exit from the club premises the building is secured correctly. This includes:

- Ensure the Storage area is tidy and secure
- Switch all lights off
- Close and lock the hangar door

This also applies if you are only going for a quick flight. Do not rely on someone else to do this for you.

3.23 Airmanship

At the MAC we expect you to conduct yourself at a high level and display a high standard of airmanship. We expect that your interactions with other members, committee and Instructors are always polite, respectful and friendly. In return you will be treated in the same manner.

3.24 What is Airmanship?

It's the sum of your attitude and airman skills. It begins with the attitude you have toward yourself and others, and includes your sense of moral and ethical responsibility to both. As an airman, your attitude is integrated with your airman skills, which are, your piloting skills, your technical expertise and understanding of the aircraft you fly, your social skills and your cockpit resource management skills. Your attitude and airman skills determine your level of airmanship and ultimately, your rank among other aviators. Remember: Attitude + Airman Skills = Airmanship.

4 IN-FLIGHT OPERATIONS

4.1 Aerodrome Requirements

All destination airports and aerodromes must have runways that can accommodate the take-off and landing performance of the aircraft being flown. Only aerodromes contained in the AIP volume 4 are permitted destinations. Aerodromes or landing strips not contained in the AIP are strictly prohibited unless a strip rating has been issued by a MAC Instructor. Strip ratings issued by other clubs or Instructors outside of the MAC are not acceptable.

Please note 'Strip-Flying' can take its toll on light aircraft, care should be taken at all times.

4.2 Pre-flight Actions

All pilots are expected to complete a full pre-flight inspection of the aircraft in accordance with the approved check list and flight manual. All weather information must be accessed and pilots must familiarise themselves with all applicable NOTAMS and flight restrictions. As Pilot in command it is your responsibility to ensure you have the information required for a safe flight.

4.3 Fuel Reserves

The MAC fuel policy requires you to have sufficient fuel on board to reach your destination plus a 30-minute fuel reserve. This is the minimum requirement and we encourage all pilots to always take as much fuel as possible on every flight. Remember; the most useless thing in the world is fuel left on the ground.

4.4 Noise Abatement

Certain airports have noise abatement procedure to minimise disturbances in developed areas. Pilots are advised to follow all published noise abatement procedures unless it is, in the pilot's opinion, hazardous to the safety of the flight. Please consider our neighbours and avoid low flying, circuits and other noise producing operations early in the morning and at other sensitive times.

4.5 Minimum Safe Altitudes

No MAC GA aircraft shall be flown over a built up area of lower than 1000 feet AGL or a non-built up area of 500 feet AGL and in accordance with CAA rules as detailed in Parts 91 & 103, unless taking off or on approach to land. A minimum safe altitude should be maintained for any training manoeuvre unless otherwise specified. VFR flight levels must be adhered to en-route, unless cloud or weather dictates a non-standard level.



No MAC Microlight aircraft are to be flown over built up areas.

4.6 Use of Low Flying Zones

No pilot shall enter any low flying zone unless a MAC approved Flight Instructor is on board the aircraft. All aircraft in any low flying area must ensure that where fitted navigation lights, strobe lights and landing lights are switched on at all times. No aircraft is to descend lower than 200 feet AGL in the low flying zone. Radio calls should be made in accordance with standard procedures as appropriate. Only one aircraft is allowed in the low flying zone at any one time. Remain clear any buildings at all times and use this area sensitively and at appropriate times to reduce any possible complaints.

4.7 Simulated Engine Failures

Simulated engine failure in club aircraft shall comply with the following rules:

- Engine failure shall be simulated by simply retarding the throttle.
- Turning off the fuel selector, mixture or ignition switches is prohibited.
- Prolonged descents are only to be made over designated airports, or over unpopulated areas to an altitude no lower than 500 feet AGL.
- A go around should be completed no lower than 500 feet AGL.
- Under no circumstances should you attempt to land in the selected landing area.
- A radio call advising intentions should be made prior to the simulated engine failure.
- A further radio call should be made after recovery.
- An engine warm should be completed at least once every 500 ft during the procedure to assist in avoiding possible carburettor icing.
- The intended simulated landing area selected should be free of people and animals to ensure your actions to not cause concern or distress to those on the ground.

4.8 Formation Flying

Formation flying is prohibited in MAC aircraft unless approved by a Flying Instructor and the pilot is suitably trained.

4.9 Spins

Spins are only permitted, in accordance with the Pilots Operating Handbook, with the appropriate training and sign off from a

Flying Instructor. A minimum altitude of 3000 feet AGL must be maintained for any manoeuvre.

4.10 Aerobatics

Aerobatics are only permitted, in accordance with the Pilots Operating Handbook, with the appropriate ratings and sign off from the Chief Flying Instructor. A minimum altitude of 3000 feet AGL must be maintained for any manoeuvre.

4.11 Over Water Operations

The following rules apply when flying over areas of (extended) water:

- All crew and passengers are to be equipped with suitable life jackets.
- Minimum operation altitude of 1000 feet.
- Always plan flights where possible to be within gliding distance of land.
- In accordance with our aircraft's insurance policy never more than 100nm from the coastline.
- A functioning locator beacon should be on-board the aircraft and available at all times (Note- A locator beacon is required to be carried on all flights in all club aircraft when operating more than 10 NM from the take off point).

4.12 Flight into Known Icing and Poor Weather Conditions

No MAC aircraft are to be operated VFR into areas where:

- Weather conditions below the VFR met minima are forecasted.
- Where Icing conditions are forecast or probable.

4.13 Local Gliding Operations

The local gliding club, Wanganui Manawatu Gliding Club, operates from Feilding Aerodrome grass landing area. At all times join the aerodrome in accordance with Feilding Aerodrome rules. Furthermore; gliders have right of way according to the CAA Rules. Delay your approach to land or your take off until all gliders are on the ground. If you are in any doubt contact either WMGC base or the tow pilot directly (both are on the airfield frequency 124.1 MHz) and seek clarification.

4.14 Wake Turbulence

When approaching behind larger aircraft or helicopters landing or taking off, be aware of the dangers of wake turbulence.

4.15 Suspicious Activity

Any member who observes any suspicious activity is encouraged to report it to the Chief Flying Instructor or MAC Committee Member as soon as possible. Alternatively, the airport manager Bruce Brownlie can be contacted on 027 4438371.

If you notice anyone on the operational side of the airport that you think shouldn't be there, approach them and ask them to move to the public side of the airport. If you are challenged in any way seek help from the people listed above or contact the Police on 111.

5 NOVICE / STUDENT PILOTS

5.1 General Policies

All novice/student pilots (hereafter referred to as Students) must be authorised by a MAC Instructor prior to any solo flights. The Instructor who authorises that student is responsible for supervising that student unless another Instructor knowingly and willingly takes over supervision. Authorization includes:

- That the student has received all required training and endorsements prior to each flight.
- That the student has a current medical.
- That the student has passed a radio exam and acquired a flight telephony certificate where required.
- That an Instructor remains present at the club during the student's solo flight operations.
- For students to file a VFR flight plan for all cross country flights where required.
- No student pilots are to exit the Feilding CFZ / Manawatu CFZ during solo exercises unless the exercise is a cross country flight.

5.2 Student Check-in Time

All students who have a dual lesson should check in at least 60 minutes before their allocated flight time to complete pre-flight briefings and pre-flight checks.

If the lesson is to be a dual cross country, the student will have all flight planning, weather acquisition and documentation complete before the lesson start time.

5.3 Practise Areas

Practise areas in the Feilding CFZ / Manawatu CFZ, are detailed in the memorandum of understanding documents covering the airspace.

5.4 Passengers on Solo Flights

No student is to take a passenger on any solo flight under any circumstances.

6 SAFETY PROGRAM

6.1 Introduction

This section outlines the approved Safety Management Program in use at the MAC. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures. The club is committed to the concept that safety is an integral part of the organisation and strict adherence to this program is considered mandatory. There are no exceptions.

The Safety Program is applied to, but is not limited to, the following areas:

- Training Course Outlines
- Aircraft Operation and Manoeuvre Manuals
- Flight Standards and Training Methods
- Flight Instructor Training Standards
- Instructor Evaluations
- Student Pilot Evaluations
- Recurrent and Remedial Training Programs
- Aircraft Dispatch Procedures
- Aircraft Maintenance

6.2 Authority and Responsibility

The Safety Officers and the Club Committee have the following authority:

- To define the MAC's investigative and reporting procedures for accidents, incidents, and hazards.
- To develop the necessary forms and instructions for implementing the clubs Safety Program.
- To define and require the reporting of any safety related event.
- To conduct an investigation of any safety related event.

- To request the grounding of any pilot or flight Instructor involved in a safety related event which is under investigation by the MAC or CAA.
- To represent the MAC regarding aviation safety matters in dealing with government agencies and professional organisations.
- To promote established aviation safety practices and procedures.
- To distribute aviation safety related information when it becomes available.
- To define, identify and prevent careless or reckless behaviour.
- To conduct meetings with Instructor staff to address any safety related issues.

6.3 Reporting Accidents and Incidents

Any accident or incident you are involved in must be reported to a Safety Officer or the CFI as soon as possible but no later than 60 minutes after the accident or incident took place or within 60 minutes after landing. If this is not practically possible then within the first practical opportunity to do so. You are also required by law to notify the CAA of any accidents or incidents as soon as practical. For details refer to paragraph 6.6. Please ensure any required First Aid is applied first.

6.4 Comments and Feedback Logbook

The MAC has a comments and feedback logbook available in each hangar. This is to allow members the opportunity of reporting of hazards, or incidents and/or observations that the member may wish to make that in their opinion do not fall under the criteria for reporting to CAA or other regulatory bodies. This log can also be used to provide feedback, general

comments and complaints. All entries will be investigated and feedback provided. The MAC operates a “no blame” policy and will use this resolve any identified issues.

6.5 Notification Procedure

If an accident or incident occurs or a hazard is identified, the following information needs to be relayed to a Safety Officer. If they are not available at the time, notification should be made to another MAC Instructor or a senior Committee member, an entry should also be made in the comments and feedback logbook:

- Pilot’s name and passenger information.
- Summary of any reported or observed injuries or fatalities.
- Extent of any aircraft and/or property damage.
- Location of accident/incident
- Aircraft type and registration.
- Time the accident/incident took place.
- Emergency services and/or government agencies present.
- Whether or not any additional services are needed.

Please note: Pilots should withhold any comments regarding the accident or incident until MAC officers have been notified. The only exception to this is to the emergency services or an authorised representative of the CAA. Please refrain from making comments to media and members of the public.

6.6 Civil Aviation Authority Notification

You are also required by law to notify the CAA of any accidents or incidents as soon as practical. The following procedure is to be used:

- For serious accidents contact the CAA accident hotline on 0508-222433 immediately and advise them of the situation.
- Download a CAA005 form from the CAA Webb site at www.caa.govt.nz/Accidents_and_Incidents/accidents_and_incidents.htm
- Faxed CAA005 form to the Civil Aviation Authority on 04-5609469.
- Submit a copy of the CAA005 form to the Safety Coordinator.
- Use the 'Here and Now' NZ CAA incident and accident smart phone app.

6.7 What to do at an Accident Scene

All pilots should be familiar with the booklet (issued by CAA) called "How to Deal with an Aircraft Accident Scene". This booklet can be downloaded from the CAA's web site using the following hyperlink:

http://www.caa.govt.nz/safety_info/How_tos/How_to_Deal_with_an_Aircraft_Accident_Scene.pdf

A summary of this booklet is provided in Appendix A.

6.7 What is an Accident or Incident?

The word Occurrence is used to mean any Accident or Incident. The following definitions of Accidents and Incidents are from the CAA's Act 1990:

Accident: means an occurrence that is associated with the operation of an aircraft and takes place between the time any person boards the aircraft with the intention of flight and such time as all such persons have disembarked and the engine or any propellers or rotors come to rest, being an occurrence in which a person is fatally or seriously injured as a result of:

- Being in the aircraft; or
- Direct contact with any part of the aircraft, including any part that has become detached from the aircraft; or
- Direct exposure to jet blast.

Except when the injuries are self-inflicted or inflicted by other persons, or when the injuries are to stowaways hiding outside the areas normally available to passengers and crew; or the aircraft sustains damage or structural failure that:

- Adversely affects the structural strength, performance, or flight characteristics of the aircraft; and
- Would usually require major repair or replacement of the affected component.

Except engine failure or damage that is limited to the engine, its cowlings, or accessories, or damage limited to propellers, wing tips, rotors, antennas, tyres, brakes, fairings, small dents, or puncture holes in the aircraft skin; or the aircraft is missing or is completely inaccessible.

Incident: means any occurrence, other than an accident, that is associated with the operation of an aircraft and affects, or could affect, the safety of operation.

6.8 Miscellaneous Events

The following events may or may not be classified as an accident or incident however should be reported to a Safety Officer, CFI and/or Instructor in a timely manner:

- When a system defect occurs in flight which adversely affects the handling characteristics of the aircraft, or renders it unsafe to fly.

- When there is a total or partial loss of engine power during any ground or flight operations.
- When there is fire or smoke coming from any part of the aircraft.
- When there is an emergency declared for any reason.
- When safety equipment is found to be defective or inadequate.
- When any part of the aircraft inadvertently leaves the paved surface of any airport during taxi, take-off, or landing.
- When a runway incursion occurs.
- When an unsafe gear indication occurs or the landing gear fails to extend or retract for any reason.
- Anytime the pilot becomes lost or disoriented during a flight.
- Whenever an aircraft limitation is exceeded.
- If a landing takes place on the wrong runway.
- When a loss of braking occurs during landing or ground operations.
- When the aircraft lands with less than required fuel reserves.
- When a near miss, ATC incident, or wake turbulence event occurs.
- When significant turbulence, wind shear, or other severe weather is unexpectedly encountered during flight operations.
- Whenever alcohol or drug use is suspected of a pilot.
- When the aircraft strikes any wildlife or foreign objects.
- Any event where safety standards may have been compromised.

7 AIRCRAFT BOOKING AND SCHEDULING

7.1 Online Aircraft Booking System

The MAC operates an online aircraft booking system named ABS and can be accessed at www.aircraftbookingsystem.com.

It allows you to make bookings for a particular aircraft, instructor, date and time, and duration. Access to this website can be made after a login with your user name and password. Login details are administered by Pat Debney and Ross Williamson following payment of required club subs.

Should you require an Instructor, prior arrangements must be made with the Instructor before booking an aircraft. Please give them plenty of notice and be respectful of their time constraints.

Ensure you arrive at least 30 minutes before your scheduled time slot in order to complete your pre-flight tasks etc. If you are flying with an Instructor, please ensure you arrive at least 60 minutes before your flight in order to complete pre-flight briefings and pre-flight inspections.

7.2 Booking Guidelines

Please do not book any aircraft if you are not sure if you will be flying or not. It is not acceptable to make bookings just to reserve a time slot, preventing other members from booking the aircraft and causing frustration and the resultant loss of revenue for the club. In case you have made a booking and you do decide not to fly after all, please ensure you delete your flight from the booking system as soon as possible so your time slot can be used by someone else. Please also try to avoid making bookings for

extended periods on the weekends or over public holidays, as these are high demand times.

7.3 Rental Minimums

When booking aircraft for overnight trips of one night or more, consideration must be given to other use of aircraft and the number of hours flown while the aircraft is away from home base.

Overnight trips should be discussed with an Instructor and noted on the aircraft booking system.

8 CONCLUSION

The MAC is committed to providing a safe and stimulating environment for their members to pursue their aviation passion. Adherence to the rules and policies contained in this document will ensure that members remain safe and a high standard of operation is maintained. If you have any queries regarding this document, please contact the Safety Coordinator for clarification.

9 APPENDIX A - CAA ACCIDENT CHECKLIST

CAA Accident Checklist

The following is a summary of action items and considerations that need to be taken into account should you be a witness to (i.e., first on the scene), or be required to attend, an aircraft accident.

What to Do:

- Exercise caution in regard to the potential hazards at an aircraft accident site. Do no more than is necessary to preserve life, before seeking advice from the investigating authority on any hazards that may be present.
- In particular, note the state of safety harnesses and positions of occupants as they are extricated.
- Within the limitations imposed by the actions necessary to preserve life, photograph, sketch or make notes of the wreckage disposition before disturbing it.
- Contact the CAA as soon as possible – phone 0508 ACCIDENT (0508 222 433).
- Secure the accident site, including all scattered wreckage, as well as other evidence, such as marks made by the aircraft, ground scars, etc. (Do not attempt to move any scattered wreckage items.)
- Obtain the names, addresses, telephone numbers, and intended movements of witnesses. Note any witnesses who may have photographic or video evidence of the occurrence.

If fatalities occur:

- Check with police before any action is taken to remove bodies.
- Check with the investigator in charge, if possible, to determine if there are any special requirements for in-situ pathological examination before the bodies are removed.

If bodies need to be moved before an investigator arrives:

- Carefully record the posture and position of each body (preferably with photographs and/or sketches).
- Minimise any disturbance of the wreckage during removal of bodies.
- Do not attempt to restore disturbed wreckage to its original state.
- Do not release the wreckage, or any part of it, to anyone until it is confirmed that the investigating authority has relinquished custody of the wreckage.

Need more help?

The CAA's Safety Investigation Unit is always happy to discuss any queries you may have.

Safety Investigation Unit
Civil Aviation Authority
P O Box 31 441
Lower Hutt
Tel: 0-4-560 9400
Fax: 0-4-560 9469
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